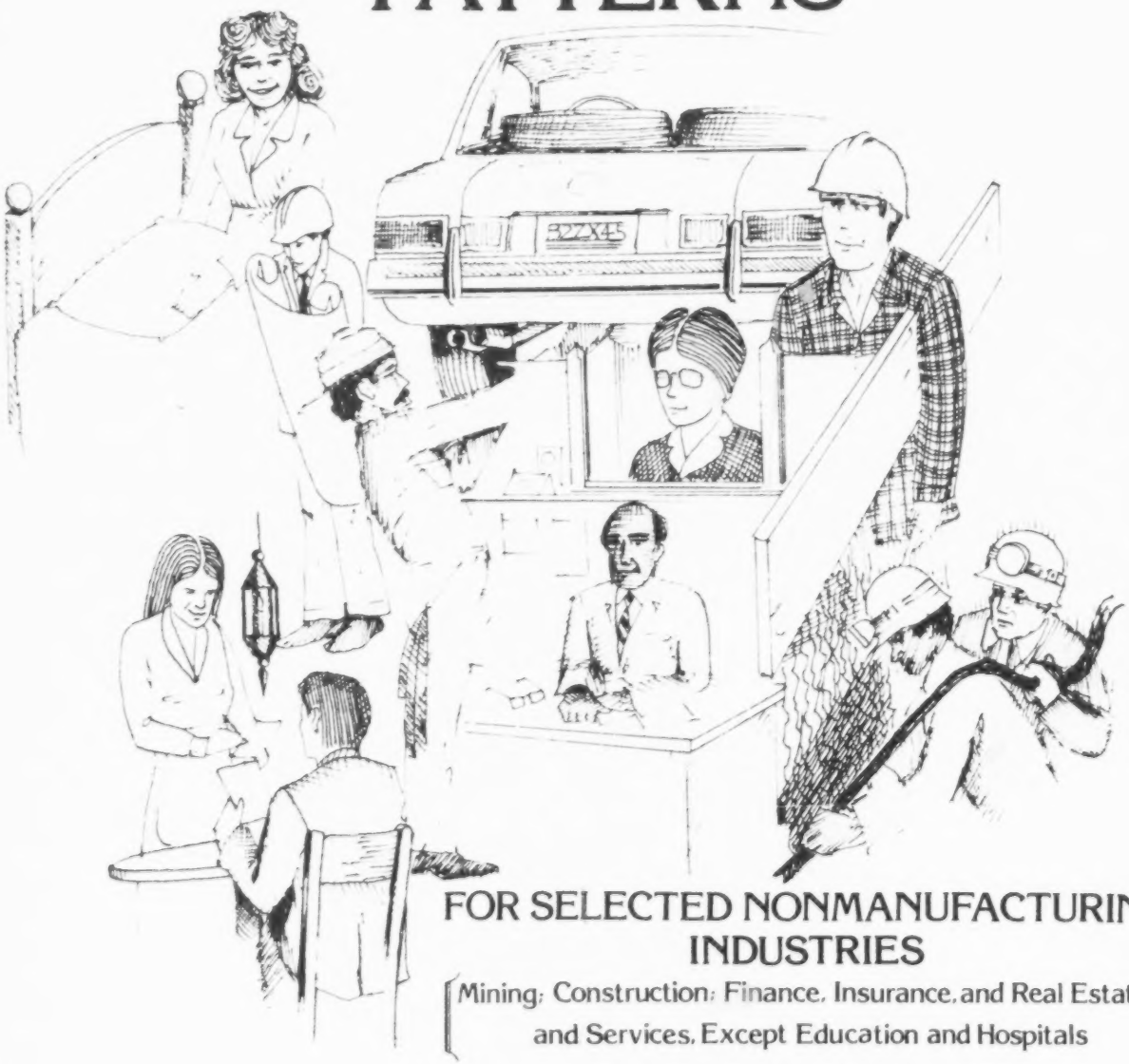
MAINE OCCUPATIONAL STAFFING PATTERNS



FOR SELECTED NONMANUFACTURING INDUSTRIES

[Mining; Construction; Finance, Insurance, and Real Estate; and Services, Except Education and Hospitals]

Data for Second Quarter 1978

Maine Department of Manpower Affairs

Manpower Research Division

BEST AVAILABLE COPY

DEPARTMENT OF MANPOWER AFFAIRS

JOSEPH E. BRENNAN, Governor

DAVID W. BUSTIN, Commissioner

MANPOWER RESEARCH DIVISION

RAY A. FONGEMIE, Director

MAINE OCCUPATIONAL STAFFING PATTERNS

FOR

SELECTED NONMANUFACTURING INDUSTRIES

SECOND QUARTER 1978

This is a cooperative program involving the
Maine Department of Manpower Affairs
the Bureau of Labor Statistics
and the Employment and Training Administration
of the U. S. Department of Labor

Occupational Outlook and Job Information Section
Ronald R. Leonard, Chief

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PREFACE

We wish to express our thanks to the many employers who cooperated with us in filling out the questionnaire which supplied the necessary occupational employment data on which the estimates presented herein are based. This publication would not have been possible without their support.

We also wish to extend our thanks to the U. S. Department of Labor, both at the regional level in Boston, and the national level in Washington, D.C., for their assistance in this Federal-State cooperative effort.

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INTRODUCTION

This publication is one of a continuing number of reports covering occupational employment for selected industries in Maine. The information in these reports relates to the first part of a "State Comprehensive Manpower Information System" which was defined and mandated in 1962 with the Manpower Development and Training Act, then the Vocational Education Act of 1963 and as amended in 1968, the Comprehensive Employment and Training Act of 1973, and again with the Vocational Education Act Amendments of 1976. This federal legislation, coupled with the rapidly expanding awareness of the public of the need for more vocational training, has resulted in an unparalleled demand for current data on employment by occupation and for projections of future employment requirements by occupation.

The Occupational Employment Statistics (OES) Program has emerged as the system which is expected to supply much of the data leading to a "State Comprehensive Manpower Information System." This program is a Federal-State endeavor involving many state employment security agencies throughout the Nation in conjunction with the Employment and Training Administration and the Bureau of Labor Statistics. This Occupational Employment Statistics Program consists of three distinct, yet integral components: survey operations, industry-occupation matrix, and projections.

The first part of the OES Program consists primarily of collecting occupational employment data by industry, through a survey questionnaire mailed to a sample of establishments throughout the State. The sample data received is expanded to statewide totals by industry, using a system of weights and benchmark factors, thus producing staffing patterns which can be applied to current or projected estimates of industrial employment for the State or for areas within the State to produce current or projected occupational estimates.

This publication, a direct result of the survey phase of the OES Program, contains the staffing patterns for one-half of the nonmanufacturing sector of the State's economy. The industries included are mining; construction; finance, insurance, and real estate; and services, except hospitals and education. The actual employment data was collected for the week of the 12th of April, May, or June 1978 depending on the industry classification. If this period was not typical because of unusual operational problems such as work stoppages, temporary shutdowns, and other than normal seasonal variations in employment, data for the pay period in which operations most closely approximated the normal for the month was requested.

Other booklets have already been published covering nearly all wage and salary workers in Maine. Approximately one-third of the State's industries will be surveyed each year, so that the entire economy will be covered every three years. Using this cycle, employers are asked to provide occupational data only once every three years insuring that no part of the data is over three years old, and that significant changes in the staffing patterns of industries can be identified early, as the trend develops.

The information obtained from these surveys will be used in the second phase of the OES Program to construct industry-occupation matrices covering all sectors of our economy. These matrices, in turn, will provide the data that will be used to project occupational requirements and will be one of the basic ingredients of the "Comprehensive Manpower Information System."

TITLES AND REFERENCE DATES FOR MAJOR INDUSTRIES COVERED IN THIS PUBLICATION

SIC	Title	1978 Reference Date
10 and 14	Mining	May
15-17	Construction	June
60	Banking	May
61	Credit Agencies other than Banks	May
62	Security and Commodity Brokers, Dealers, Exchanges, and Services	June
63-66	Insurance and Real Estate	May
70	Hotels, Rooming Houses, Camps, and Other Lodging Places	May
72	Personal Services	May
73	Business Services	June
75	Automobile Repair, Services, and Garages	May
79	Amusement and Recreation Services, except Motion Pictures	April
80, exc. 806	Health Services, except Hospitals	May
83	Social Services	May
86, exc. 866	Membership Organizations, except Religious Organizations	April
89	Miscellaneous Services	June

Selected Nonmanufacturing Industries
Universe, Sample, and Response Rate by SIC 1/

Standard Industrial Classification (SIC)	Sampling Universe 2/		Sample				Usable Response		Response Rate 3/	
			Units		Employment					
	Units	Employment	Number	Percent of Universe	Number	Percent of Universe	Units	Employment	Units	Employment
Total 4/.....	11,281	80,657	2,179	19.3	51,303	63.6	1,674	42,358	76.8	82.6
10 and 14.....	29	252	11	37.9	233	92.5	8	98	72.7	42.1 5/
15-17.....	3,584	21,524	566	15.8	12,353	57.4	385	9,071	68.0	73.4
60.....	170	5,993	58	34.1	4,398	73.4	53	4,137	91.4	94.1
61.....	229	1,088	58	25.3	646	59.4	54	601	93.1	93.0
62.....	58	333	26	44.8	312	93.7	21	243	80.8	77.9
63-66.....	1,132	7,853	310	27.4	5,890	75.0	257	4,855	82.9	82.4
70.....	761	6,999	109	14.3	3,859	55.1	74	3,015	67.9	78.1
72.....	661	3,266	163	24.7	2,291	70.1	128	1,966	78.5	85.8
73.....	474	3,935	86	18.1	2,233	56.7	57	1,804	66.3	80.8
75.....	516	2,147	106	20.5	1,285	59.9	81	1,026	76.4	79.8
79.....	325	2,093	94	28.9	1,582	75.6	58	978	61.7	61.8
80 exc. 806.....	1,486	12,418	166	11.2	7,317	58.9	148	6,731	89.2	92.0
83.....	257	4,380	71	27.6	3,306	75.5	63	2,906	88.7	87.9
86 exc. 866.....	429	2,034	102	23.8	1,304	64.1	82	1,105	80.4	84.7
89.....	370	2,801	83	22.4	2,091	74.7	68	1,939	81.9	92.7

1/ All data are based on the sampling benchmark data (June 1977) rather than the estimating benchmark data (April, May, or June 1978). The SICs are defined by the 1972 Standard Industrial Classification (SIC) Manual.

2/ Data obtained from the June 1977 report of Employment, Wages, and Contributions covered by the Maine Employment Security Law.

3/ The response rate is the usable response expressed as a percent of the sample.

4/ This total includes the following industries which were included in the survey, but whose occupational estimates are not included in this publication due to an inadequate response rate: holding and other investment offices (SIC 67); miscellaneous repair services (SIC 76); motion pictures (SIC 78); legal services (SIC 81); and museums, art galleries, botanical and zoological gardens (SIC 84).

5/ Nearly half (48.1 percent) of the total sampled employment was in establishments which went out of business between the time the sample was selected and the time the survey was actually taken.

Number of Units and Employment in the Estimating Benchmark
By Employment Size Class
1978

Standard Industrial Classification (SIC)	Survey Month	1-19 Employees		20-49 Employees		50-99 Employees		100-249 Employees		Over 249 Employees	
		Number of Units	Total Number of Employees	Number of Units	Total Number of Employees	Number of Units	Total Number of Employees	Number of Units	Total Number of Employees	Number of Units	Total Number of Employees
10 and 14	May	16	72	1	*						
15-17	June	2,750	12,258	123	3,663	32	2,010	10	1,575	3	1,699
60	May	108	938	42	1,444	16	1,137	7	1,125	4	1,523
61	May	205	860	7	204	1	*				
62	June	48	246	2	57						
63-66	May	952	3,773	43	1,358	8	581	1	*	3	1,964
70	May	479	2,177	33	855	14	909	6	815		
72	May	552	1,949	12	370	4	285	3	546		
73	June	374	1,707	41	1,264	8	568	5	692		
75	May	448	1,578	10	268	3	181	1	*		
79	April	207	862	11	359	2	*	1	*		
80 exc. 806	May	1,326	4,444	68	2,270	59	4,033	15	1,967	1	*
83	May	201	1,173	26	782	18	1,377	5	723	1	*
86 exc. 866	April	392	1,546	14	418	3	185				
89	June	320	1,292	15	404	4	255	2	*	2	*

*Denotes figures withheld to avoid disclosure of operations of individual establishments.

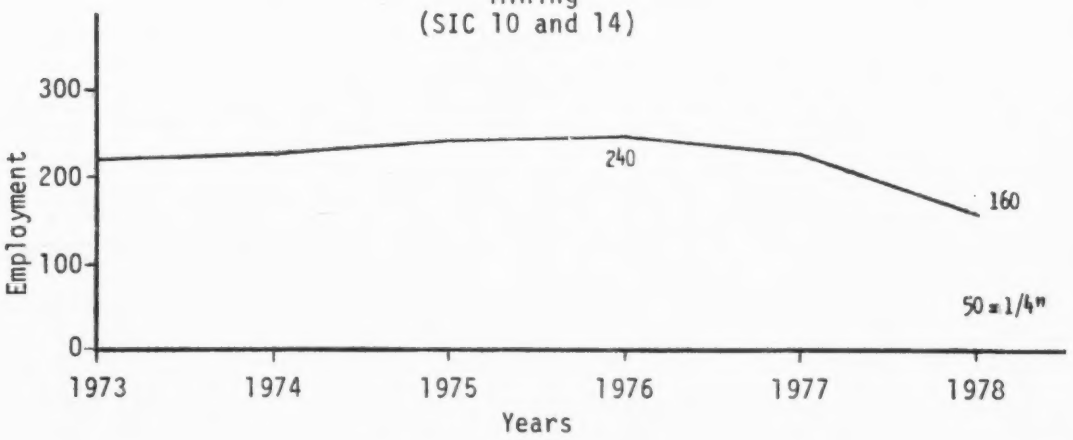
Mining

SIC 10 and 14

Maine has two classifications of mining; "metal mining" and "mining and quarrying of nonmetallic minerals, except fuels." Metal mining includes establishments primarily engaged in mining, developing mines, or exploring for metallic minerals (ores). Included in this classification are establishments engaged in performing metal mining services for others on a contract, fee, or similar basis, such as prospect and test drilling and mine exploration and development. In Maine the second classification of mining--mining and quarrying of nonmetallic minerals, except fuels--is concentrated mostly in establishments primarily engaged in mining or quarrying crushed and broken limestone; in operating sand and gravel pits and dredges, and in washing, screening, or otherwise preparing sand and gravel for construction uses; and in peat mining.

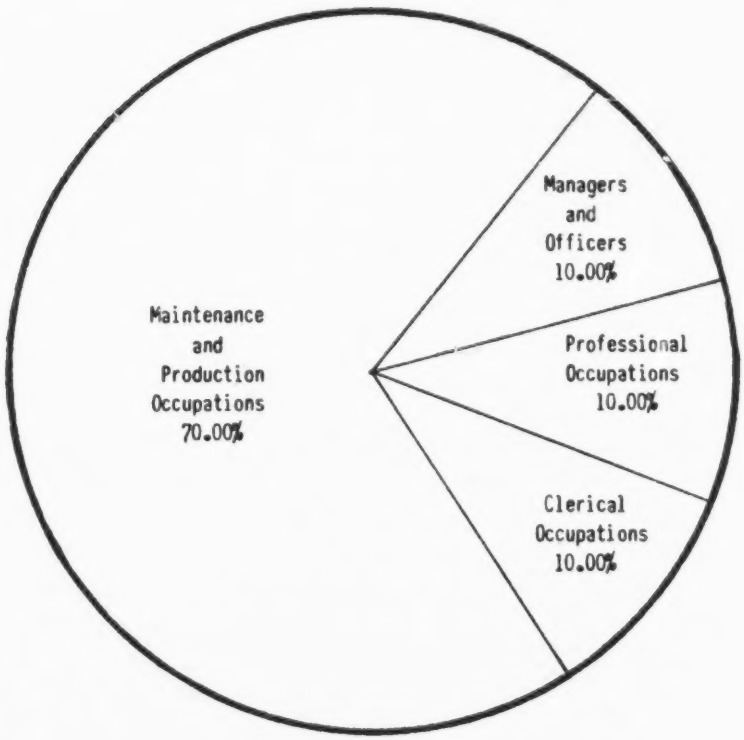
The annual average wage and salary employment in the mining industry had been hovering just over 200 for several years until 1978 when it declined by 30 percent to 160. However, employment is expected to again reach the 200 mark by the early 1980s. Total wages paid to covered employees in this industry during the year 1978 equalled $1.6 million.

Annual Average Wage and Salary Employment in Mining (SIC 10 and 14)



Establishments in this industry group employed 100 persons in the survey month of May 1978, of which 70 percent were maintenance and production workers. The 3 occupations most frequently reported in this industry were managers and officers, truck driver, and heavy equipment operator.

Percentage of Employment by Major Occupational Categories in Mining (SIC 10 and 14) May 1978



Mining

SIC 10 and 14

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
TOTAL ALL OCCUPATIONS	100	100.00	na	na
Managers and Officers	10	10.00	5	50
Professional Occupations	10	10.00	na	na
Maintenance and Production Occupations	70	70.00	na	na
Mechanics and Repairers	10	10.00	na	na
Truck Driver	20	20.00	6	50
Heavy Equipment Operator	20	20.00	5	50
All Other Operatives and Semi-skilled Workers	20	20.00	na	na
Clerical Occupations	10	10.00	na	na

Construction

SIC 15 through 17

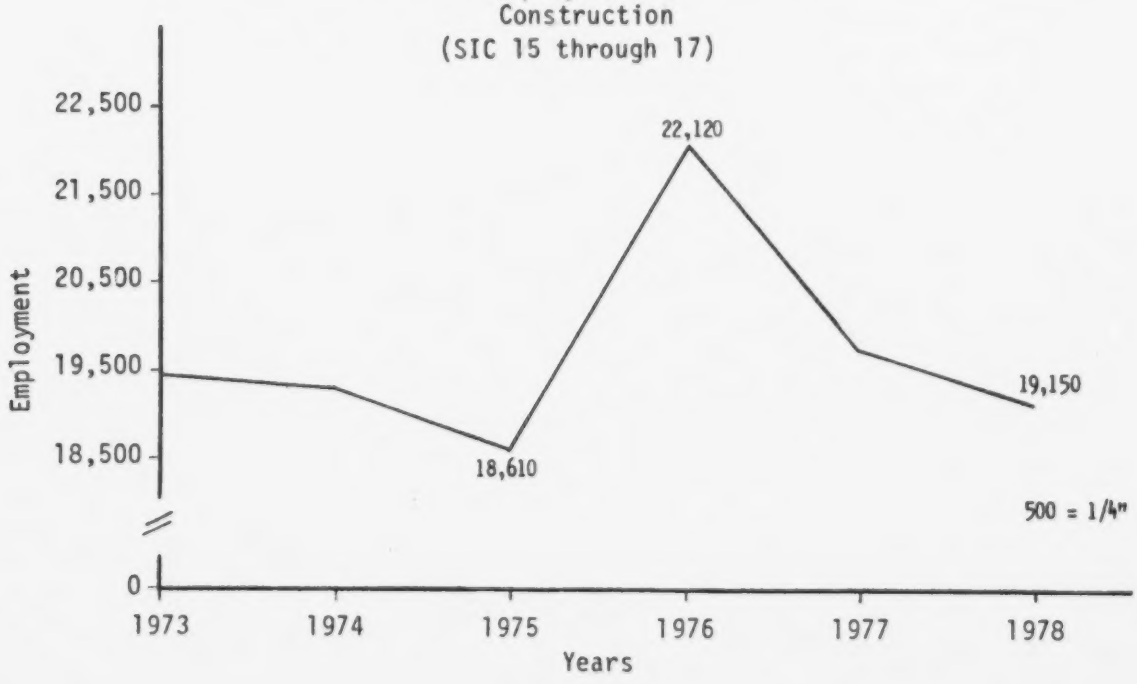
This industry division includes establishments primarily engaged in construction. The term "construction" includes new work, additions, alterations, and repairs. Three broad types of construction activity are covered: building construction by general contractors or by operative builders (SIC 15); other construction by general contractors (SIC 16); and construction by special trade contractors (SIC 17).

The industry recorded a large increase in the annual average wage and salary employment, 18.9 percent, between 1975 and 1976 when it reached a peak of 22,120 workers. Since then, however, employment has been declining. By 1978 the annual average employment was 19,150 workers. This downward trend is expected to reverse itself and show slight gains through the early 1980s.

Wages paid to this industry's employees covered by the Maine Employment Security Law totalled $212.4 million during the year 1978.

Nearly half, 47.6 percent, of the employment in the construction industry is concentrated in SIC 17 which includes contractors who undertake specialized activities such as plumbing, painting, plastering, carpentering, industrial machinery and equipment installation, and water well drilling.

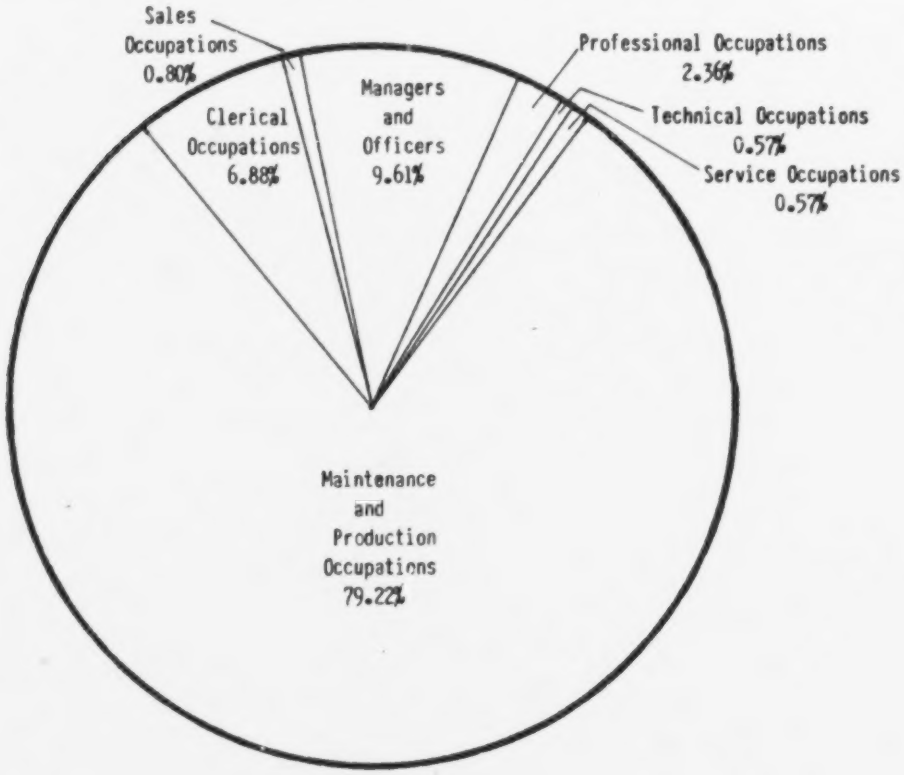
Annual Average Wage and Salary Employment in Construction (SIC 15 through 17)



As might be expected, a large majority of construction workers fell into the occupational category of maintenance and production. In the survey month of June 1978, of the 21,220 persons employed in this industry, 16,810 were in maintenance and production occupations. Of these, 3,200 were carpenters.

In descending order, the 11 occupations most frequently reported by employers in this industry were managers and officers; carpenter; general office clerk; heavy equipment operator; truck driver; bookkeeper, hand; secretary; cost estimator, engineering; carpenter helper; plumber and/or pipefitter; and electrician.

Percentage of Employment by Major Occupational Categories in Construction (SIC 15 through 17) June 1978



Construction

SIC 15 through 17

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
TOTAL ALL OCCUPATIONS	21,220	100.00	na	na
Managers and Officers	2,040	9.61	5	68
Professional Occupations	500	2.36	na	na
Civil Engineer	70	0.33	23	5
Safety Engineer	10	0.05	21	1
All Other Engineers	40	0.19	na	na
Systems Analyst, Electronic Data Processing	10	0.05	32	1
Purchasing Agent and/or Buyer	30	0.14	20	4
Accountant and/or Auditor	30	0.38	19	9
Cost Estimator, Engineering	250	1.18	13	21
All Other Professional Workers	10	0.05	na	na
Technical Occupations	120	0.57	na	na
Computer Programmer	10	0.05	30	1
Drafter	90	0.42	22	5
Surveyor	20	0.09	21	1
Service Occupations	120	0.57	na	na
Janitor, Porter, or Cleaner	80	0.38	19	6
All Other Service Workers	40	0.19	na	na
Maintenance and Production Occupations	16,810	79.22	na	na
Supervisor, Nonworking	320	1.51	14	10
Mechanic, Automotive	200	0.94	12	9
Mechanic, Diesel	110	0.52	29	6
Mechanic, Engineering Equipment	70	0.33	15	4
Mechanic, Maintenance	100	0.47	27	4
All Other Mechanics and Repairers	20	0.09	na	na
Truck Driver	1,440	6.79	7	28
Asbestos and/or Insulation Worker	120	0.57	35	2
Bricklayer	230	1.08	23	7
Carpenter	3,200	15.08	7	35
Cement Mason	220	1.04	22	9
Crane, Derrick, and/or Hoist Operator	120	0.57	25	5
Dry Wall Applicator	210	0.99	34	2
Electrician	840	3.96	5	14
Heavy Equipment Operator	1,690	7.96	6	28
Maintenance Repairer, General Utility	70	0.33	33	1

SIC 15 through 17 (Cont.)

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
Millwright	70	0.33	14	2
Oil Burner Installer and Servicer	70	0.33	22	4
Painter, Construction and Maintenance	660	3.11	12	8
Pipelayer	150	0.71	25	4
Plumber and/or Pipefitter	830	3.91	8	15
Reinforcing Iron Worker	60	0.28	15	2
Roofer	300	1.41	23	4
Sheet Metal Worker	310	1.46	22	5
Structural Steel Worker	120	0.57	13	2
Taper	100	0.47	36	2
Welder and/or Flamecutter	110	0.52	13	5
Asbestos and/or Insulation Worker Helper	40	0.19	31	1
Bricklayer Helper	170	0.80	26	5
Carpenter Helper	1,210	5.70	13	19
Cement Mason Helper	190	0.90	29	5
Electrician Helper	200	0.94	14	7
Plumber and/or Pipefitter Helper	140	0.66	20	6
Roofer Helper	150	0.71	31	2
All Other Helpers, Skilled Trades	200	0.94	na	na
All Other Skilled Craft and Kindred Workers	510	2.40	na	na
All Other Operatives and Semiskilled Workers	260	1.22	na	na
All Other Laborers and Unskilled Workers	2,000	9.42	na	na
Clerical Occupations	1,460	6.88	na	na
Bookkeeping and/or Billing Machine Operator	20	0.09	29	2
Computer Operator	10	0.05	26	1
Keypunch Operator	10	0.05	32	1
Bookkeeper, Hand	390	1.84	10	27
General Office Clerk	450	2.12	9	31
Payroll and/or Timekeeping Clerk	130	0.61	14	10
Secretary	340	1.60	10	23
Switchboard Operator/Receptionist	10	0.05	25	1
All Other Office Clerical Workers	60	0.28	na	na
Stock Clerk, Stockroom, Warehouse, or Storage Yard	20	0.09	32	3
All Other Plant Clerical Workers	20	0.09	na	na
Sales Occupations	170	0.80	na	na
Sales Representative, Sales Agent, and/or Sales Associate	120	0.57	31	8
All Other Sales Workers	50	0.24	na	na

Construction other than Building Construction - General Contractors

SIC 16

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
TOTAL ALL OCCUPATIONS	4,290	100.00	na	na
Managers and Officers	340	7.93	13	83
Professional Occupations	150	3.50	na	na
Civil Engineer	50	1.17	23	29
Safety Engineer	10	0.23	21	11
All Other Engineers	10	0.23	na	na
Purchasing Agent and/or Buyer	10	0.23	23	11
Accountant and/or Auditor	20	0.47	31	23
Cost Estimator, Engineering	40	0.93	19	34
All Other Professional Workers	10	0.23	na	na
Technical Occupations	30	0.70	na	na
Surveyor	20	0.47	21	9
All Other Technical Workers	10	0.23	na	na
Service Occupations	30	0.70	na	na
Janitor, Porter, or Cleaner	30	0.70	16	17
Maintenance and Production Occupations	3,480	81.12	na	na
Supervisor, Nonworking	200	4.66	18	29
Mechanic, Automotive	120	2.80	15	43
Mechanic, Diesel	70	1.63	39	40
Mechanic, Engineering Equipment	60	1.40	17	31
All Other Mechanics and Repairers	40	0.93	na	na
Truck Driver	570	13.29	12	77
Air Hammer Operator	20	0.47	38	11
Carpenter	130	3.03	11	23
Cement Mason	30	0.70	12	20
Crane, Derrick, and/or Hoist Operator	60	1.40	10	26
Heavy Equipment Operator	830	19.35	8	86
Maintenance Repairer, General Utility	60	1.40	32	9
Pipelayer	100	2.33	32	31
Welder and/or Flamecutter	50	1.17	8	20
Asphalt Raker	40	0.93	41	14
Cement Mason Helper	10	0.23	33	11
All Other Helpers, Skilled Trades	20	0.47	na	na
All Other Skilled Craft and Kindred Workers	160	3.73	na	na

SIC 16 (Cont.)

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
All Other Operatives and Semiskilled Workers	60	1.40	na	na
All Other Laborers and Unskilled Workers	850	19.81	na	na
Clerical Occupations	260	6.06	na	na
Bookkeeper, Hand	30	0.70	15	40
General Office Clerk	30	0.70	27	26
Payroll and/or Timekeeping Clerk	70	1.63	15	49
Secretary	40	0.93	25	34
Switchboard Operator/Receptionist	10	0.23	29	9
All Other Office Clerical Workers	60	1.40	na	na
Plant Clerical Workers	20	0.47	na	na

Banking

SIC 60

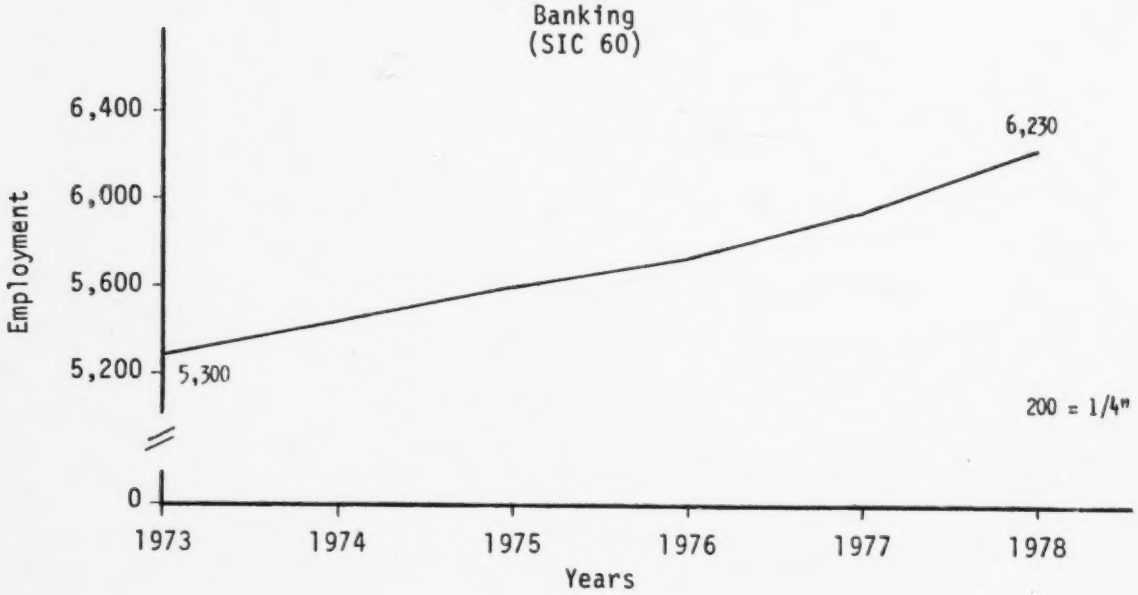
This major group includes institutions which are engaged in deposit banking or closely related functions, including fiduciary activities.

The banking industry has had a long history of steady increases in its annual average wage and salary employment. Between 1973 and 1978 employment climbed from 5,300 to 6,230 workers, a 17.6 percent increase. This trend is expected to continue through the early 1980s.

Employees covered by the Maine Employment Security Law in this industry received wages totalling $57.4 million during the year 1978.

Three quarters of the employees in this industry work in commercial and stock savings banks (SIC 602) as opposed to federal reserve banks or mutual savings banks.

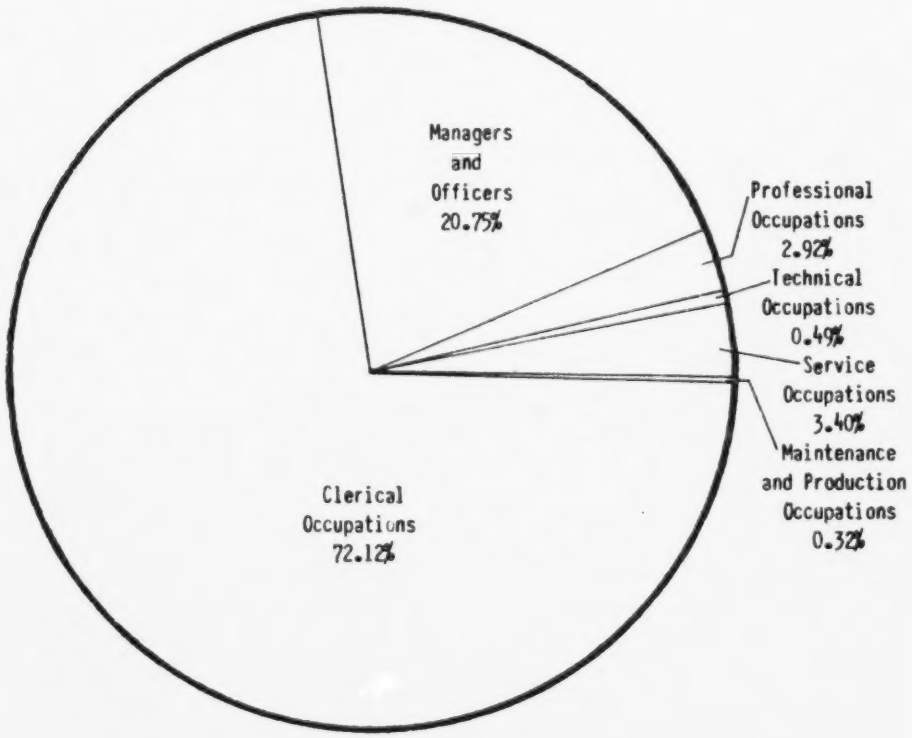
Annual Average Wage and Salary Employment in Banking (SIC 60)



The banking industry reported the majority of its employees in clerical occupations, which made up 72 percent of the total industry employment. Another 21 percent of the employees were managers and officers. The single largest occupational category was teller, which accounted for 1,960 employees, or 32 percent of the total 6,170 persons employed in the industry in the survey month of May 1978.

In descending order, the 10 occupations most frequently reported by employers in this industry were managers and officers; teller; janitor, porter, or cleaner; clerical supervisor, office or plant; secretary; new accounts teller; accounting clerk; general office clerk; collector; and statement clerk.

Percentage of Employment by Major Occupational Categories
in Banking (SIC 60)
May 1978



Banking

SIC 60

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
TOTAL ALL OCCUPATIONS	6,170	100.00	na	na
Managers and Officers	1,280	20.75	2	100
Professional Occupations	180	2.92	na	na
Systems Analyst, Electronic Data Processing	10	0.16	23	9
Accountant and/or Auditor	70	1.14	9	36
Credit Analyst, Chief	20	0.32	36	11
Credit Analyst	30	0.49	15	19
Personnel and/or Labor Relations Specialist	10	0.16	15	11
Public Relations Practitioner	20	0.32	15	15
Appraiser, Real Estate	10	0.16	25	15
All Other Professional Workers	10	0.16	na	na
Technical Occupations	30	0.49	na	na
Computer Programmer	30	0.49	9	9
Service Occupations	210	3.40	na	na
Janitor, Porter, or Cleaner	210	3.40	9	74
Maintenance and Production Occupations	20	0.32	na	na
Maintenance Repairer, General Utility	10	0.16	36	8
Parking Lot Attendant	10	0.16	6	8
Clerical Occupations	4,450	72.12	na	na
Clerical Supervisor, Office or Plant	290	4.70	9	66
Bookkeeping and/or Billing Machine Operator	50	0.81	32	25
Computer Operator	30	0.49	12	11
Keypunch Operator	40	0.65	8	13
Proof Machine Operator	110	1.78	11	23
Coin Machine Operator and/or Currency Sorter	10	0.16	13	6
All Other Office Machine Operators	10	0.16	na	na
Stenographer	30	0.49	25	13
Accounting Clerk	110	1.78	9	45
Bookkeeper, Hand	50	0.81	22	23
Adjustment Clerk	10	0.16	9	9

SIC 60 (Cont.)

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
Checking Clerk, Bank Records	70	1.14	7	21
Collector	80	1.30	13	43
Credit Reporter	10	0.16	17	9
File Clerk	40	0.65	13	17
Insurance Clerk	10	0.16	16	13
General Office Clerk	540	8.75	6	45
Mail Clerk	40	0.65	12	36
Messenger, Bank	10	0.16	21	13
New Accounts Teller	120	1.94	20	55
Payroll and/or Timekeeping Clerk	20	0.32	13	15
Personnel Clerk	20	0.32	6	15
Receptionist	40	0.65	27	28
Safe Deposit Clerk	20	0.32	14	23
Secretary	150	2.43	7	64
Statement Clerk	120	1.94	10	42
Statistical Clerk	10	0.16	15	8
Switchboard Operator	30	0.49	13	30
Switchboard Operator/Receptionist	40	0.65	28	36
Messenger	60	0.97	14	26
Teller	1,960	31.77	3	98
Transit Clerk	40	0.65	12	6
Typist	50	0.81	8	23
Credit Clerk	100	1.62	19	34
Mortgage Closing Clerk	50	0.81	14	34
Loan Closer	30	0.49	21	19
All Other Office Clerical Workers	30	0.49	na	na
Stock Clerk, Stockroom, Warehouse, or Storage Yard	20	0.32	5	11

Commercial and Stock Savings Banks

SIC 602

This industry category includes banks and trust companies engaged in the business of accepting deposits from the public, except mutual savings banks. These establishments are also engaged in extending credit by means of loans and investments.

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
TOTAL ALL OCCUPATIONS	4,640	100.00	na	na
Managers and Officers	970	20.91	3	100
Professional Occupations	120	2.59	na	na
Systems Analyst, Electronic Data Processing	10	0.22	8	9
Accountant and/or Auditor	50	1.08	8	36
Credit Analyst, Chief	10	0.22	38	12
Credit Analyst	20	0.43	19	21
Public Relations Practitioner	20	0.43	19	18
Appraiser, Real Estate	10	0.22	45	9
Technical Occupations	20	0.43	na	na
Computer Programmer	20	0.43	10	12
Service Occupations	130	2.80	na	na
Janitor, Porter, or Cleaner	130	2.80	12	73
Maintenance and Production Occupations	10	0.22	na	na
Clerical Occupations	3,390	73.06	na	na
Clerical Supervisor, Office or Plant	210	4.53	11	67
Bookkeeping and/or Billing Machine Operator	40	0.86	42	24
Computer Operator	30	0.65	13	15
Keypunch Operator	40	0.86	8	18
Proof Machine Operator	100	2.15	12	33
Coin Machine Operator and/or Currency Sorter	10	0.22	13	9
All Other Office Machine Operators	10	0.22	na	na
Stenographer	20	0.43	26	18
Accounting Clerk	70	1.51	10	45
Bookkeeper, Hand	40	0.86	26	24
Adjustment Clerk	10	0.22	12	9
Checking Clerk, Bank Records	50	1.08	9	24

SIC 602 (Cont.)

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
Collector	70	1.51	15	52
Credit Reporter	10	0.22	19	12
File Clerk	30	0.65	12	12
General Office Clerk	490	10.56	6	42
Mail Clerk	30	0.65	13	45
New Accounts Teller	80	1.72	30	52
Payroll and/or Timekeeping Clerk	20	0.43	14	21
Personnel Clerk	10	0.22	7	21
Receptionist	30	0.65	31	30
Safe Deposit Clerk	20	0.43	6	27
Secretary	100	2.15	9	64
Statement Clerk	70	1.51	14	33
Switchboard Operator	20	0.43	15	30
Switchboard Operator/Receptionist	30	0.65	40	36
Messenger	50	1.08	15	33
Teller	1,470	31.68	3	100
Transit Clerk	40	0.86	12	9
Typist	30	0.65	11	21
Credit Clerk	80	1.72	24	33
Mortgage Closing Clerk	10	0.22	28	18
Loan Closer	10	0.22	34	15
All Other Office Clerical Workers	40	0.86	na	na
Stock Clerk, Stockroom, Warehouse, or Storage Yard	20	0.43	6	15

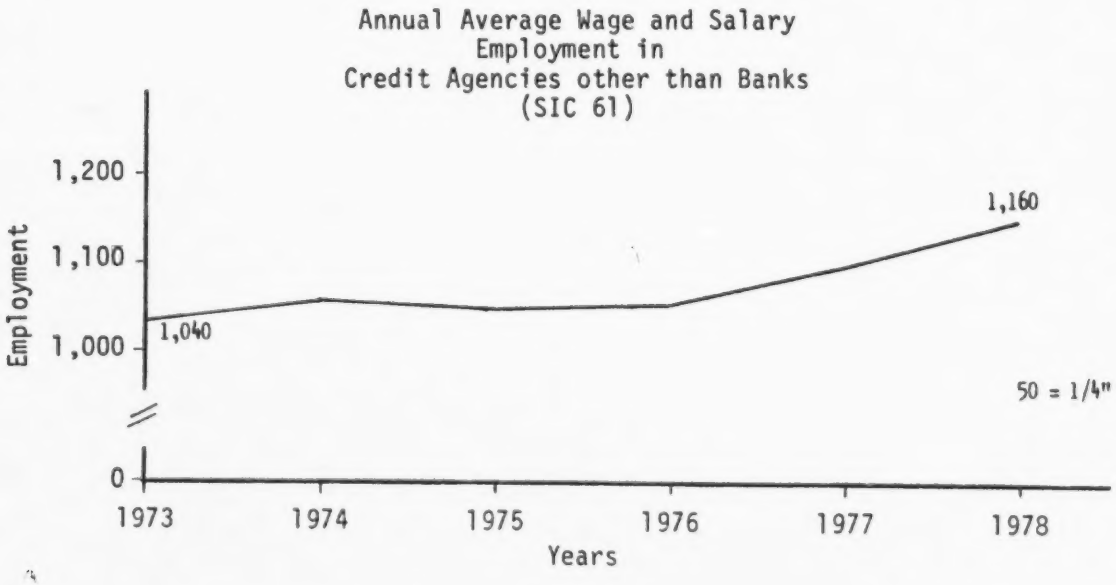
Credit Agencies other than Banks

SIC 61

This major group includes establishments engaged in extending credit in the form of loans but not engaged in deposit banking. In Maine, 60 percent of the workers in this industry work in establishments primarily engaged in extending credit to individuals, such as federal credit unions, state credit unions, and installment sales finance companies.

Although the annual average wage and salary employment in this industry increased by 12 percent between 1973 and 1978, the increase was not a steady one. Most of the increase has come in the last two years, between 1976 and 1978, when employment reached the present high of 1,160. It is expected that this rate of increase will slow a bit, but still show good growth through the early 1980s.

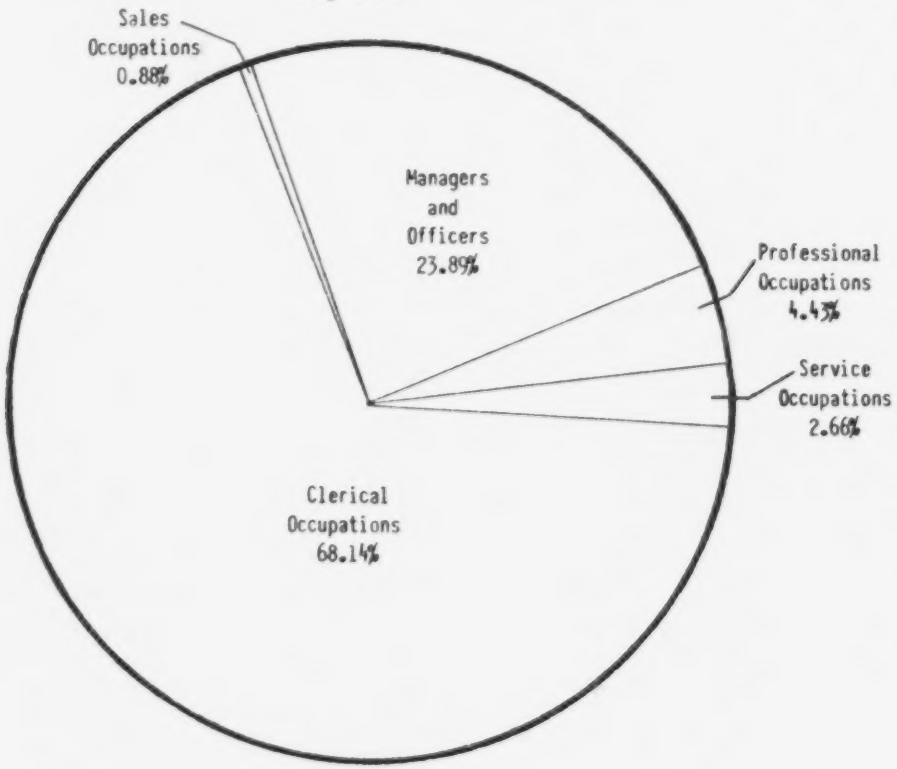
Employees in this industry covered under the Maine Employment Security Law received wages totalling $10.2 million during the year 1978.



Like the banking industry, credit agencies other than banks were also predominated by clerical occupations, which accounted for 68 percent of the industry's total employment in the survey month of May 1978. Tellers made up the largest single occupational category, numbering 270 and accounting for 24 percent of the total industry employment.

In descending order, the 10 occupations most frequently reported by employers in this industry were managers and officers; teller; clerical supervisor, office or plant; secretary; general office clerk; credit clerk; collector; bookkeeper, hand; janitor, porter, or cleaner; and accounting clerk.

Percentage of Employment by Major Occupational Categories
in Credit Agencies other than Banks (SIC 61)
May 1978



Credit Agencies other than Banks

SIC 61

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
TOTAL ALL OCCUPATIONS	1,130	100.00	na	na
Managers and Officers	270	23.89	4	98
Professional Workers	50	4.43	na	na
Credit Analyst, Chief	20	1.77	20	13
Credit Analyst	20	1.77	30	13
Appraiser, Real Estate	10	0.88	28	7
Service Occupations	30	2.66	na	na
Janitor, Porter, or Cleaner	30	2.66	22	22
Clerical Occupations	770	68.14	na	na
Clerical Supervisor, Office or Plant	60	5.31	18	39
Bookkeeping and/or Billing Machine Operator	20	1.77	31	17
Accounting Clerk	30	2.66	16	20
Bookkeeper, Hand	30	2.66	22	22
Cashier	10	0.88	45	7
Collector	60	5.31	19	26
File Clerk	10	0.88	28	9
General Office Clerk	90	7.97	22	30
New Accounts Teller	20	1.77	21	15
Receptionist	10	0.88	38	7
Secretary	50	4.43	12	33
Statement Clerk	10	0.88	39	6
Switchboard Operator/Receptionist	10	0.88	45	9
Teller	270	23.89	7	67
Typist	20	1.77	21	15
Credit Clerk	50	4.43	20	28
Mortgage Closing Clerk	10	0.88	13	13
All Other Office Clerical Workers	10	0.88	na	na
Sales Occupations	10	0.88	na	na

Security and Commodity Brokers, Dealers, Exchanges, and Services

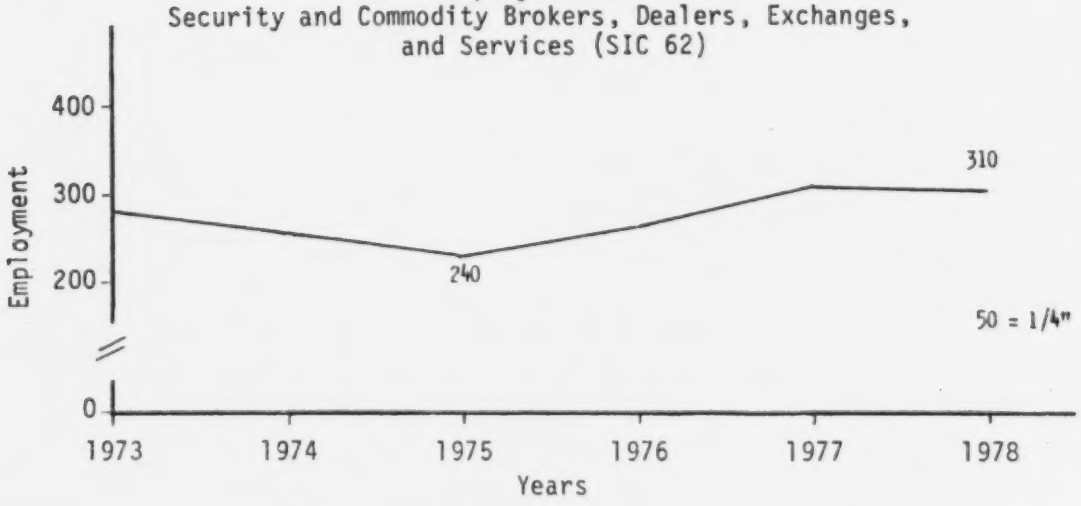
SIC 62

This major group includes establishments engaged in the underwriting, purchase, sale, or brokerage of securities and other financial contracts on their own account or for the account of others; exchanges, exchange clearinghouses, and other services allied with the exchange of securities and commodities.

The annual average wage and salary employment in this industry increased from 280 workers to 310, or 10.7 percent, between 1973 and 1978 with drops of employment registered during 1974 and 1975. It is expected that this industry will show slight gains in employment through the early 1980s. In 1978, security brokers, dealers, and flotation companies (SIC 621) made up 64 percent of the total industry employment.

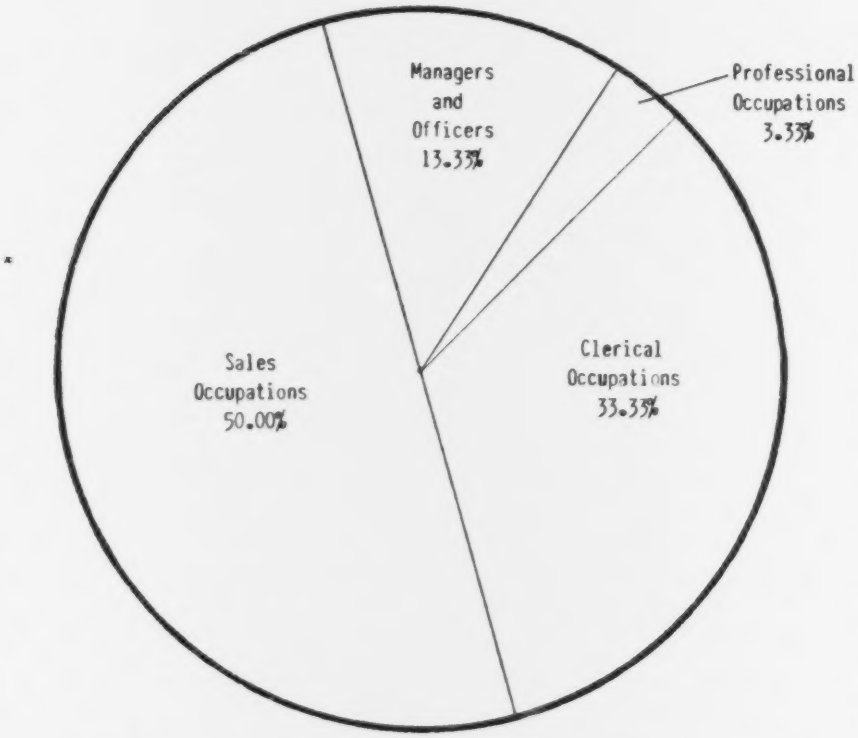
Employees in this industry covered under the Maine Employment Security Law received wages totalling $5.5 million during the year 1978.

Annual Average Wage and Salary Employment in Security and Commodity Brokers, Dealers, Exchanges, and Services (SIC 62)



Exactly one-half of the employees in this industry were employed in sales occupations, mostly securities sales agents, as of the survey month of June 1978. Seventy percent of the workers were concentrated in the 4 most frequently reported occupations: managers and officers; sales agent, securities; secretary; and general office clerk.

Percentage of Employment by Major Occupational Categories
in Security and Commodity Brokers, Dealers,
Exchanges, and Services (SIC 62)
June 1978



Security and Commodity Brokers, Dealers, Exchanges, and Services

SIC 62

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
TOTAL ALL OCCUPATIONS	300	100.00	na	na
Managers and Officers	40	13.33	17	81
Professional Occupations	10	3.33	na	na
Clerical Occupations	100	33.33	na	na
General Office Clerk	20	6.67	15	43
Secretary	10	3.33	9	48
All Other Clerical Workers	70	23.33	na	na
Sales Occupations	150	50.00	na	na
Sales Agent, Securities	140	46.67	5	62
All Other Sales Agents, Sales Associates and/or Sales Representatives	10	3.33	na	na

Insurance and Real Estate

SIC 63 through 66

This combination of industries includes insurance carriers of all types (SIC 63); agents and brokers dealing in insurance (SIC 64); real estate operators, and owners and lessors of real property, as well as buyers, sellers, developers, agents, and brokers (SIC 65); and establishments which are regularly engaged in any combination of real estate, insurance, loans, or the practice of law (SIC 66).

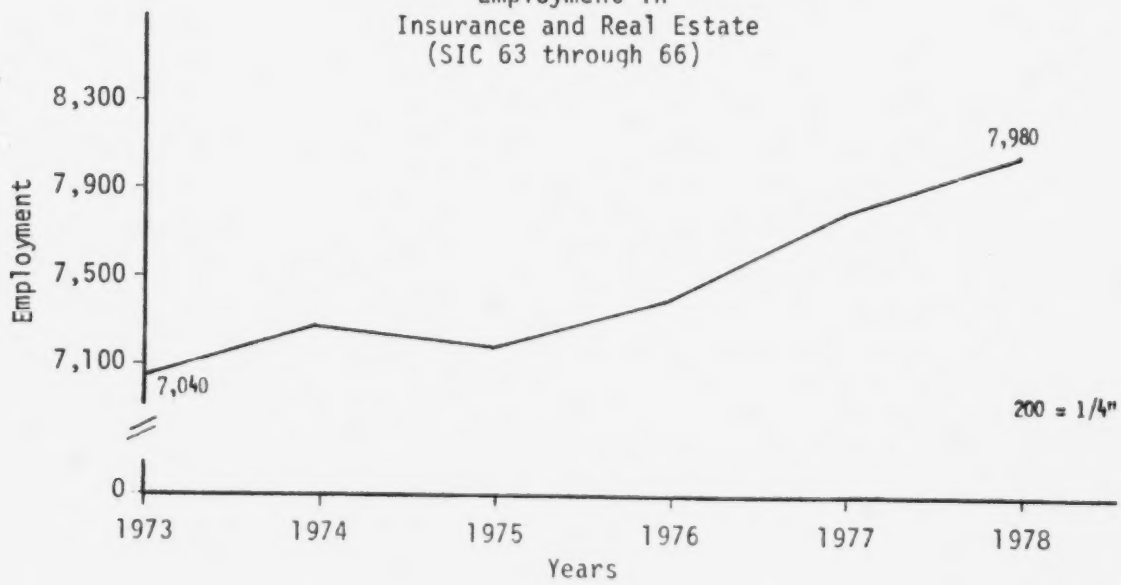
The annual average wage and salary employment in insurance and real estate has been increasing steadily from 1973, except for a slight decline during the recessionary year of 1975. Over the past 5 years, employment has increased by an annual average of 2.7 percent, and this rate of increase is expected to continue through the early 1980s.

Employees covered by the Maine Employment Security Law in this industry received wages totalling $90.9 million during the year 1978.

Approximately one-half of the persons employed in this group of industries are employed in SIC 63--insurance carriers. A little over one-half of these carriers (56 percent) are primarily engaged in underwriting life insurance. Nearly one-third (30 percent) of the insurance carriers are primarily engaged in underwriting fire, marine, and casualty insurance and reinsurance.

One-quarter of the persons in this group of industries are employed in SIC 64--insurance agents, brokers, and service; and a little over one-fifth (21 percent) are involved in SIC 65--real estate.

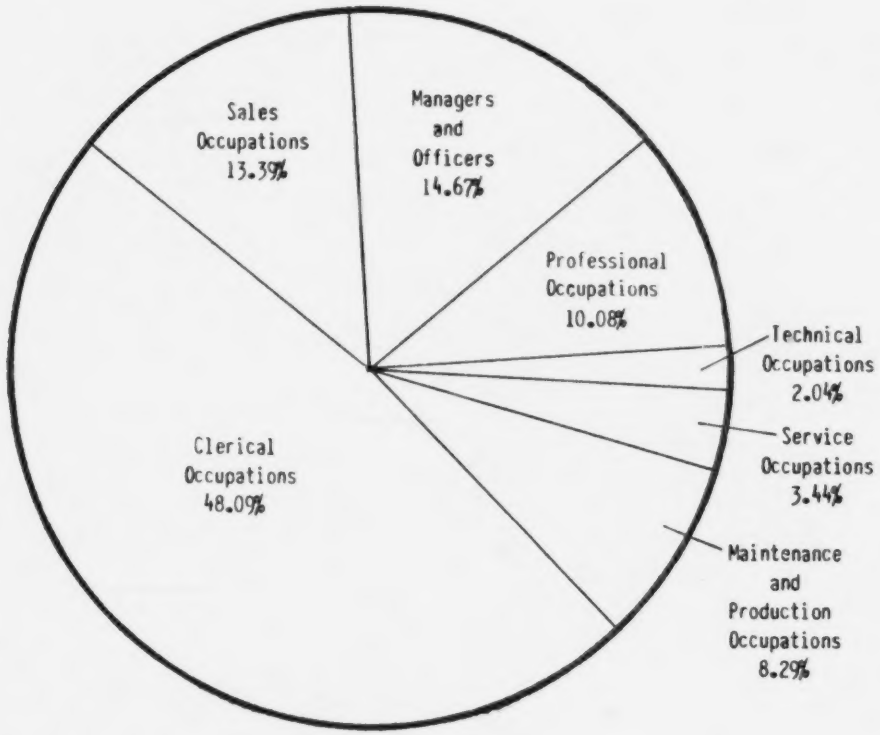
Annual Average Wage and Salary Employment in Insurance and Real Estate (SIC 63 through 66)



Of the 7,840 persons employed in the insurance and real estate industries as of the survey month of May 1978, nearly one-half (48 percent) were reported in clerical occupations. The single occupation with the highest concentration of workers was managers and officers, in which 1,150 persons were reported. The occupation with the second highest concentration of workers was sales agent, sales associate, and/or sales representative, insurance, with 870 persons reported in this category.

In descending order, the 10 occupations most frequently reported by employers in this group of industries were managers and officers; general office clerk; sales agent, sales associate, and/or sales representative, insurance; secretary; bookkeeper, hand; claims clerk; janitor, porter, or cleaner, other than maid; gardener and/or groundskeeper; maintenance repairer, general utility; and typist.

Percentage of Employment by Major Occupational Categories
in Insurance and Real Estate (SIC 63 through 66)
May 1978



Insurance and Real Estate

SIC 63 through 66

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
TOTAL ALL OCCUPATIONS	7,840	100.00	na	na
Managers and Officers	1,150	14.67	4	82
Professional Occupations	790	10.08	na	na
Financial Analyst	10	0.13	0	1
Systems Analyst, Electronic Data Processing	40	0.51	7	1
Accountant and/or Auditor	80	1.02	18	7
Investigator, Insurance	40	0.51	30	3
Nurse, Professional	40	0.51	42	2
Personnel and Labor Relations Specialist	10	0.13	8	1
Appraiser, Real Estate	70	0.89	42	3
Special Agent, Insurance	30	0.38	27	3
Claim Examiner, Property and/or Casualty Insurance	70	0.89	32	5
Underwriter	250	3.19	19	9
All Other Professional Workers	150	1.91	na	na
Technical Occupations	160	2.04	na	na
Computer Programmer	50	0.64	12	2
All Other Technical Workers	110	1.40	na	na
Service Occupations	270	3.44	na	na
Supervisor, Nonworking	10	0.13	29	2
Maid	10	0.13	32	2
All Other Janitors, Porters, or Cleaners	180	2.30	18	16
Guard or Doorkeeper	40	0.51	37	2
All Other Service Workers	30	0.38	na	na
Maintenance and Production Occupations	650	8.29	na	na
Supervisor, Nonworking	10	0.13	29	1
Carpenter	40	0.51	33	4
Maintenance Repairer, General Utility	190	2.42	11	15
Helper, Skilled Trades	10	0.13	44	1
Painter, Construction and Maintenance	50	0.64	27	4
Gardener and/or Groundskeeper	290	3.70	15	15
All Other Skilled Craft and Kindred Workers	30	0.38	na	na

SIC 63 through 66 (Cont.)

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
All Other Operatives and Semiskilled Workers	20	0.26	na	na
All Other Laborers and Unskilled Workers	10	0.13	na	na
Clerical Occupations	3,770	48.09	na	na
Clerical Supervisor, Office or Plant	180	2.30	7	12
Computer Operator	30	0.38	19	3
Keypunch Operator	60	0.77	13	3
Duplicating Machine Operator	30	0.38	11	1
All Other Office Machine Operators	50	0.64	na	na
Stenographer	50	0.64	21	7
Accounting Clerk	170	2.17	19	12
Bookkeeper, Hand	140	1.79	11	25
Cashier	60	0.77	26	5
Claim Adjuster	270	3.44	32	9
Claims Clerk	210	2.68	23	16
File Clerk	140	1.79	18	9
General Office Clerk	480	6.12	8	38
Mail Clerk	50	0.64	30	2
Payroll and/or Timekeeping Clerk	10	0.13	16	2
Personnel Clerk	10	0.13	16	1
Policy Change Clerk	110	1.40	21	8
Rater	300	3.83	16	12
Real Estate Clerk	30	0.38	19	6
Receptionist	40	0.51	16	8
Secretary	430	5.48	9	35
Switchboard Operator/Receptionist	50	0.64	19	9
Typist	240	3.06	12	15
Insurance Checker	10	0.13	25	2
Claim Examiner, Life, Accident, and Health Insurance	180	2.30	22	3
All Other Office Clerical Workers	350	4.46	na	na
Plant Clerical Workers	90	1.15	na	na
Sales Occupations	1,050	13.39	na	na
Real Estate Broker	50	0.64	33	4
Sales Agent, Sales Associate, and/or Sales Representative, Real Estate	90	1.15	28	7
Sales Agent, Sales Associate, and/or Sales Representative, Insurance	870	11.10	9	35
All Other Sales Agents, Sales Associates and/or Sales Representatives	40	0.51	na	na

Insurance

SIC 63

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
TOTAL ALL OCCUPATIONS	3,800	100.00	na	na
Managers and Officers	400	10.53	10	97
Professional Occupations	470	12.37	na	na
Systems Analyst, Electronic Data Processing	40	1.05	7	9
Accountant and/or Auditor	50	1.32	26	18
Nurse, Professional	10	0.26	16	9
Personnel and Labor Relations Specialist	10	0.26	8	9
Special Agent, Insurance	20	0.53	34	15
Claim Examiner, Property and/or Casualty Insurance	60	1.58	37	18
Underwriter	150	3.95	29	24
All Other Professional Workers	130	3.42	na	na
Technical Occupations	160	4.21	na	na
Computer Programmer	50	1.32	13	9
All Other Technical Workers	110	2.89	na	na
Service Occupations	40	1.05	na	na
Janitor, Porter, or Cleaner	30	0.79	28	15
All Other Service Workers	10	0.26	na	na
Maintenance and Production Occupations	20	0.53	na	na
Clerical Occupations	2,090	55.00	na	na
Clerical Supervisor, Office or Plant	150	3.95	8	47
Computer Operator	30	0.79	23	15
Keypunch Operator	50	1.32	14	12
Duplicating Machine Operator	30	0.79	11	9
Stenographer	20	0.53	41	15
Accounting Clerk	110	2.89	28	15
Cashier	50	1.32	30	24
Claim Adjuster	170	4.47	48	29
Claims Clerk	130	3.42	37	32
File Clerk	100	2.63	24	24
General Office Clerk	110	2.89	21	62
Mail Clerk	50	1.32	30	15

SIC 63 (Cont.)

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
Payroll and/or Timekeeping Clerk....	10	0.26	19	9
Personnel Clerk.....	10	0.26	16	9
Policy Change Clerk.....	40	1.05	45	12
Rater.....	110	2.89	34	21
Secretary.....	190	5.00	18	47
Typist.....	150	3.95	17	32
Claim Examiner, Life, Accident, and Health Insurance.....	170	4.47	23	15
All Other Office Clerical Workers...	400	10.53	na	na
Plant Clerical Workers.....	10	0.26	na	na
Sales Occupations.....	620	16.32	na	na
Sales Agent, Sales Associate, and/or Sales Representative, Insurance.....	610	16.05	13	68
All Other Sales Workers.....	10	0.26	na	na

Life Insurance

SIC 631

This industry category includes establishments primarily engaged in underwriting accident and health insurance, owned by stockholders, policyholders, or other carriers.

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
TOTAL ALL OCCUPATIONS	2,180	100.00	na	na
Managers and Officers	180	8.26	3	86
Professional Occupations	220	10.09	na	na
Special Agent, Insurance	20	0.92	29	14
All Other Professional Workers	200	9.17	na	na
Technical Occupations	150	6.88	na	na
Service Occupations	40	1.83	na	na
Janitor, Porter, or Cleaner	20	0.92	20	19
All Other Service Workers	20	0.92	na	na
Maintenance and Production Occupations	20	0.92	na	na
Clerical Occupations	1,020	46.79	na	na
Clerical Supervisor, Office or Plant	110	5.05	9	52
File Clerk	30	1.38	27	14
General Office Clerk	90	4.13	13	71
Policy Change Clerk	30	1.38	46	14
Secretary	80	3.67	15	29
Typist	50	2.29	10	19
All Other Office Clerical Workers	620	28.44	na	na
Plant Clerical Workers	10	0.46	na	na
Sales Occupations	550	25.23	na	na
Sales Agent, Sales Associate, and/or Sales Representative, Insurance	550	25.23	13	86

Insurance Agents, Brokers, and Service

SIC 64

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
TOTAL ALL OCCUPATIONS	1,960	100.00	na	na
Managers and Officers	400	20.41	5	92
Professional Occupations	200	10.20	na	na
Accountant and/or Auditor	10	0.51	34	4
Claim Examiner, Property and/or Casualty Insurance	10	0.51	29	6
Underwriter	100	5.10	16	17
All Other Professional Occupations	80	4.08	na	na
Service Occupations	30	1.53	na	na
Janitors, Porters, or Cleaners	30	1.53	na	na
Maintenance and Production Occupations	10	0.51	na	na
Clerical Occupations	1,110	56.63	na	na
Clerical Supervisor, Office or Plant	40	2.04	18	16
Stenographer	20	1.02	26	11
Accounting Clerk	40	2.04	16	18
Bookkeeper, Hand	60	3.06	13	29
Claim Adjuster	100	5.10	23	13
Claims Clerk	80	4.08	12	30
File Clerk	40	2.04	15	17
General Office Clerk	190	9.69	13	32
Policy Change Clerk	60	3.06	19	18
Rater	180	9.18	15	27
Receptionist	20	1.02	24	11
Secretary	130	6.63	12	40
Switchboard Operator/Receptionist	20	1.02	20	13
Typist	70	3.57	19	18
All Other Office Clerical Workers	60	3.06	na	na
Sales Occupations	210	10.71	na	na
Sales Agent, Sales Associate, and/or Sales Representative, Insurance	210	10.71	11	49

Hotels, Rooming Houses, Camps, and Other Lodging Places

SIC 70

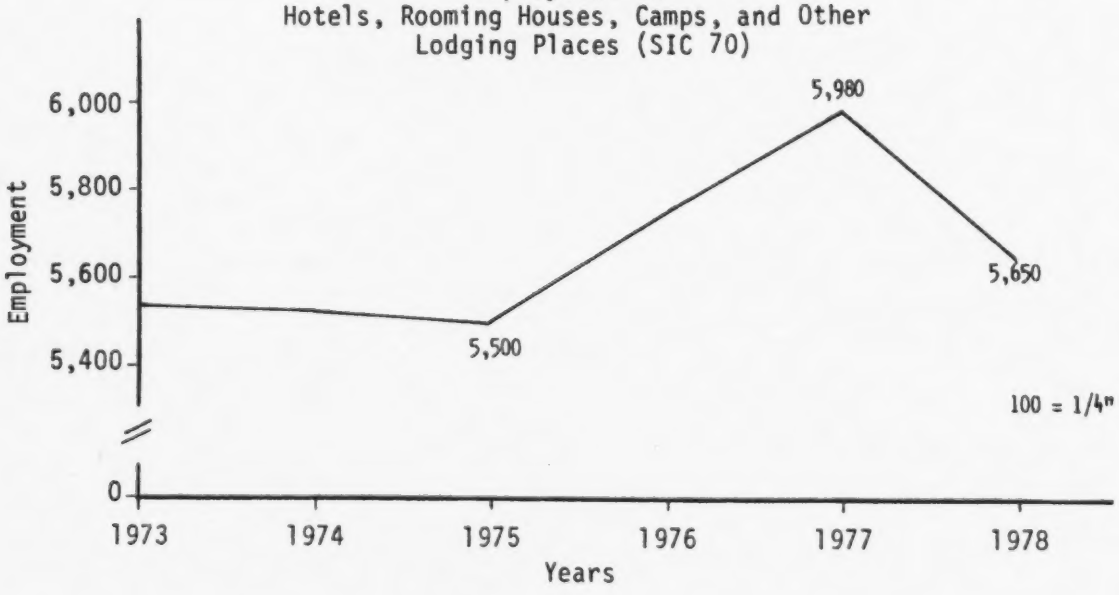
This major group includes commercial and institutional establishments engaged in furnishing lodging, or lodging and meals, and camping space and camping facilities, on a fee basis.

The annual average wage and salary employment in this industry increased by 8.7 percent between 1975 and 1977, but declined by 5.5 percent between 1977 and 1978 to a level of 5,650 workers. It is not expected that this industry will continue this downward trend, but will show slight growth through the early 1980s.

Employees in this industry covered under the Maine Employment Security Law received wages totalling $28.5 million during the year 1978.

In 1978 just over 80 percent of the employees in this industry worked in hotels, motels, and tourist courts (SIC 701).

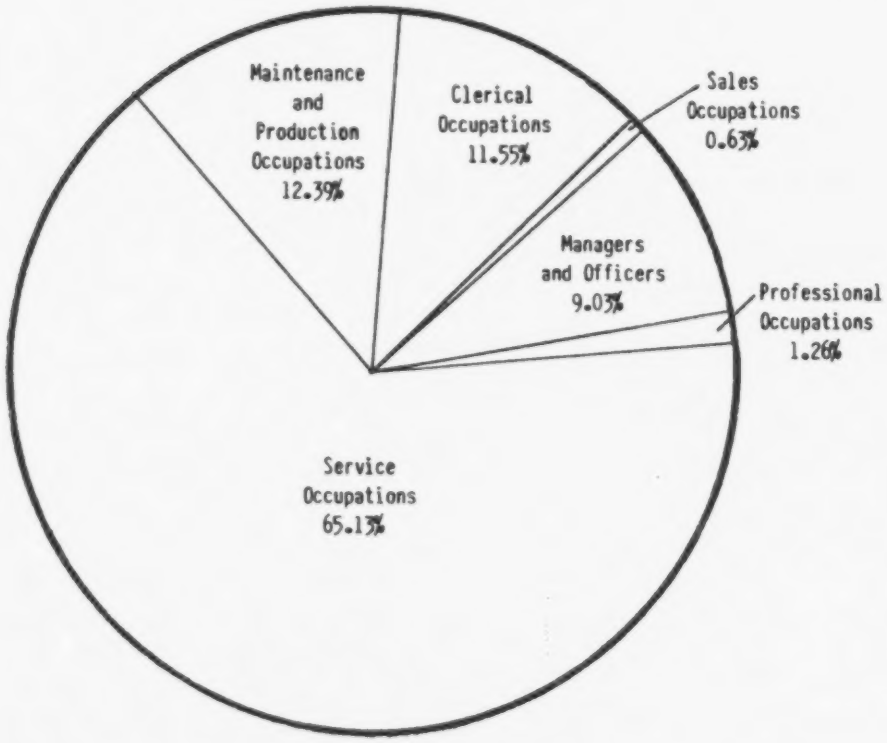
Annual Average Wage and Salary Employment in Hotels, Rooming Houses, Camps, and Other Lodging Places (SIC 70)



Almost two-thirds of the persons employed in this industry during the survey month of May 1978, worked in service occupations. Of these service workers, 43 percent, or 1,330 were maids. The single occupation with the second highest concentration of employment was waiter/waitress with 720 workers.

In descending order, the 10 occupations most frequently reported by employers in this industry were maid; managers and officers; maintenance repairer, general utility; desk clerk; waiter/waitress; kitchen helper; cook, restaurant; housekeeper; bartender; and host/hostess, restaurant, lounge, or coffee shop.

Percentage of Employment by Major Occupational Categories
in Hotels, Rooming Houses, Camps, and
Other Lodging Places (SIC 70)
May 1978



Hotels, Rooming Houses, Camps, and Other Lodging Places

SIC 70

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
TOTAL ALL OCCUPATIONS	4,760	100.00	na	na
Managers and Officers	430	9.03	18	72
Professional Occupations	60	1.26	na	na
Accountant and/or Auditor	20	0.42	49	12
Group Recreation Worker	10	0.21	49	5
All Other Professional Workers	30	0.63	na	na
Service Occupations	3,100	65.13	na	na
Supervisor, Nonworking	20	0.42	46	11
Maid	1,330	27.94	9	74
House Cleaner	60	1.26	12	23
All Other Janitors, Porters, or Cleaners	60	1.26	34	15
Guard or Doorkeeper	30	0.63	24	12
Bartender	120	2.52	10	36
Dining Room Attendant	70	1.47	6	19
Host/Hostess, Restaurant, Lounge, or Coffee Shop	60	1.26	5	27
Kitchen Helper	200	4.20	16	42
Waiter/Waitress	720	15.13	9	47
Counter Attendant, Lunchroom, Coffee Shop, or Cafeteria	10	0.21	13	4
Cook, Short Order and/or Specialty Fast Foods	40	0.84	30	15
Cook, Restaurant	190	3.99	17	41
Pantry, Sandwich, and/or Coffee Maker	20	0.42	42	9
All Other Food Service Workers	10	0.21	na	na
Bellhop, Baggage Porter, Doorkeeper, and/or Room Service Attendant	40	0.84	9	11
Housekeeper	90	1.89	42	41
Lifeguard	10	0.21	21	4
All Other Service Workers	20	0.42	na	na
Maintenance and Production Occupations	590	12.39	na	na
Supervisor, Nonworking	10	0.21	3	5
Washer, Machine and/or Starcher	20	0.42	4	8
Laundry Operator, Small Establishment	50	1.05	25	16
All Other Laundry Workers	10	0.21	na	na
Maintenance Repairer, General Utility	200	4.20	19	55

SIC 70 (Cont.)

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
Gardener and/or Groundskeeper.....	230	4.83	37	19
All Other Skilled Craft and Kindred Workers.....	30	0.63	na	na
All Other Laborers and Unskilled Workers.....	40	0.84	na	na
Clerical Occupations.....	550	11.55	na	na
Clerical Supervisor, Office or Plant.....	10	0.21	13	12
Bookkeeper, Hand.....	30	0.63	12	27
Cashier.....	30	0.63	4	14
Desk Clerk.....	320	6.72	15	51
Secretary.....	70	1.47	36	23
Switchboard Operator.....	10	0.21	19	4
All Other Office Clerical Workers...	80	1.68	na	na
Sales Occupations.....	30	0.63	na	na
Sales Representative, Sales Agent, and/or Sales Associate.....	20	0.42	7	11
All Other Sales Workers.....	10	0.21	na	na

Hotels, Motels, and Tourist Courts

SIC 701

This industry category includes commercial establishments, known to the public as hotels, motor-hotels, motels, or tourist courts, primarily engaged in providing lodging, or lodging and meals, for the general public.

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
TOTAL ALL OCCUPATIONS	4,210	100.00	na	na
Managers and Officers	330	7.84	15	77
Professional Occupations	50	1.19	na	na
Accountant and/or Auditor	20	0.47	49	15
All Other Professional Workers	30	0.71	na	na
Service Occupations	2,900	68.88	na	na
Supervisor, Nonworking	20	0.47	46	13
Maid	1,300	30.88	9	84
House Cleaner	60	1.43	12	27
All Other Janitors, Porters, or Cleaners	40	0.95	34	15
Guard or Doorkeeper	20	0.47	10	13
Bartender	120	2.85	10	44
Dining Room Attendant	80	1.90	6	23
Host/Hostess, Restaurant, Lounge, or Coffee Shop	60	1.43	5	32
Kitchen Helper	170	4.04	12	47
Waiter/Waitress	680	16.15	9	52
Counter Attendant, Lunchroom, Coffee Shop, or Cafeteria	10	0.24	13	5
Cook, Short Order and/or Specialty Fast Foods	40	0.95	30	18
Cook, Restaurant	160	3.80	17	42
Pantry, Sandwich, and/or Coffee Maker	20	0.47	42	11
All Other Food Service Workers	10	0.24	na	na
Bellhop, Baggage Porter, Doorkeeper, and/or Room Service Attendant	40	0.95	9	13
Housekeeper	50	1.19	25	45
Lifeguard	10	0.24	22	5
All Other Service Workers	10	0.24	na	na
Maintenance and Production Occupations	390	9.26	na	na
Supervisor, Nonworking	10	0.24	3	6
Washer, Machine and/or Starcher	20	0.47	4	10

SIC 701 (Cont.)

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
Laundry Operator, Small Establishment	50	1.19	26	18
All Other Laundry Workers	10	0.24	na	na
Maintenance Repairer, General Utility	170	4.04	20	61
All Other Skilled Craft and Kindred Workers	30	0.71	na	na
All Other Laborers and Unskilled Workers	100	2.38	na	na
Clerical Occupations	510	12.11	na	na
Clerical Supervisor, Office or Plant	10	0.24	13	15
Bookkeeper, Hand	30	0.71	7	31
Cashier	30	0.71	4	16
Desk Clerk	320	7.60	15	61
Secretary	50	1.19	38	26
Switchboard Operator	10	0.24	19	5
All Other Office Clerical Workers	60	1.43	na	na
Sales Occupations	30	0.71	na	na
Sales Representative, Sales Agent, and/or Sales Associate	20	0.47	7	13
All Other Sales Workers	10	0.24	na	na

Personal Services

SIC 72

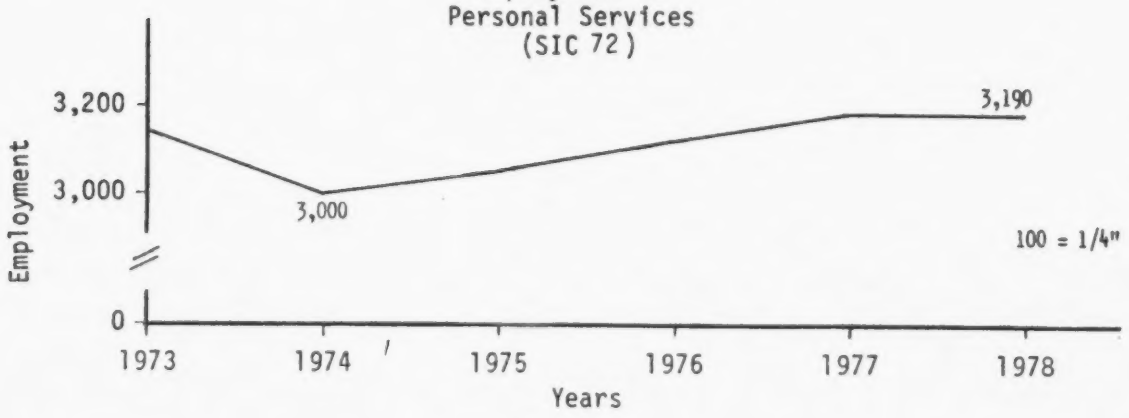
This major group includes establishments primarily engaged in providing services generally involving the care of the person or his apparel, such as laundries, dry cleaning plants, portrait photographic studios, and beauty and barber shops.

The annual average wage and salary employment in the personal services industry decreased between 1973 and 1974, but showed slow, steady growth between 1974 and 1977, reaching a peak of 3,190 workers. Employment remained the same from 1977 to 1978, and is not expected to show any substantial growth in employment during the next three or four years.

Employees covered by the Maine Employment Security Law in this industry received wages totalling $19.9 million during the year 1978.

Nearly 37 percent of the workers in this industry are employed in laundry, cleaning, and garment services (SIC 721), and another 25 percent are employed in beauty shops (SIC 723).

Annual Average Wage and Salary Employment in Personal Services (SIC 72)

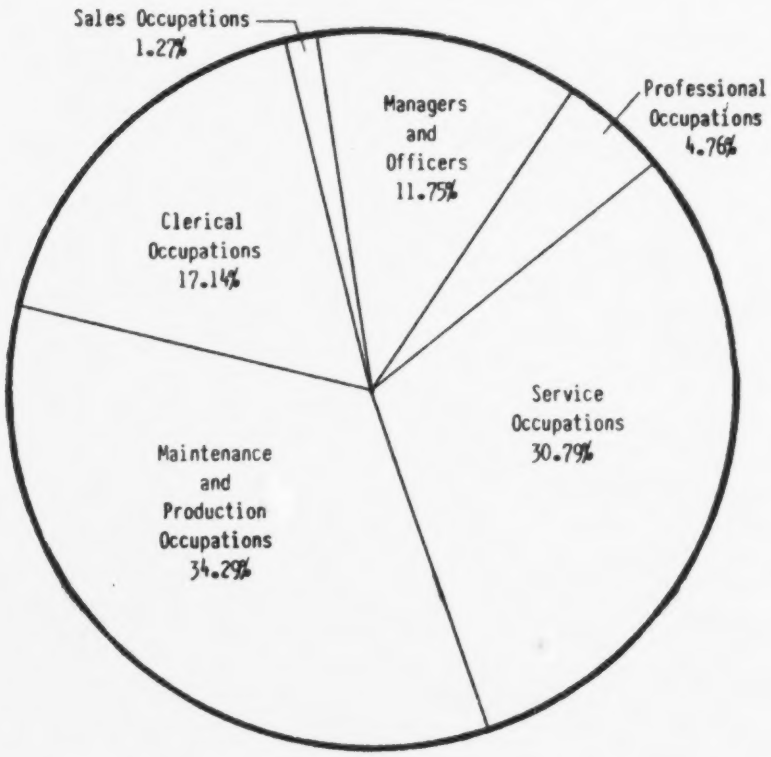


Just over one-third, or 1,080 of the persons employed in the personal services industry during the survey month of May 1978, worked in maintenance and production occupations. Of these, nearly 42 percent, or 450 were laundry workers such as washing machine operators, pressing machine operators, dry cleaning machine operators, and markers, classifiers, wet wash assemblers, detachers and/or checkers.

There was also a high proportion of service workers in this industry--just over 30 percent. The majority of these service workers, 660, were cosmetologists and/or hairstylists.

In descending order, the 10 occupations most frequently reported by employers in this industry were managers and officers; cosmetologist and/or hairstylist; counter clerk; delivery and/or route worker; presser, machine; general office clerk; laundry presser, machine; receptionist; dry cleaning machine operator; and washer, machine and/or starcher.

Percentage of Employment by Major Occupational Categories
in Personal Services (SIC 72)
May 1978



Personal Services

SIC 72

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
TOTAL ALL OCCUPATIONS	3,150	100.00	na	na
Managers and Officers	370	11.75	7	61
Professional Occupations	150	4.76	na	na
Embalmer	40	1.27	21	8
All Other Professional Workers	110	3.49	na	na
Service Workers	970	30.79	na	na
Maid	40	1.27	20	9
All Other Janitors, Porters, and Cleaners	60	1.90	20	12
Barber	70	2.22	19	7
Cosmetologist and/or Hairstylist	660	20.95	4	29
Funeral Attendant	50	1.59	20	9
All Other Service Workers	90	2.86	na	na
Maintenance and Production Occupations	1,080	34.29	na	na
Supervisor, Nonworking	20	0.63	18	7
Laundry Machine Mechanic	10	0.32	15	5
Dark Room Workers	30	0.95	na	na
Marker, Classifier, Wet Wash Assembler, Detacher, and/or Checker	40	1.27	11	8
Spotter, Dry Cleaning	20	0.63	20	5
Washer, Machine and/or Starcher	40	1.27	11	12
Dry Cleaning Machine Operator	50	1.59	19	14
Presser, Machine	80	2.54	8	22
Laundry Presser, Machine	170	5.40	13	16
All Other Laundry Workers	40	1.27	na	na
Delivery and/or Route Worker	110	3.49	9	22
Folder, Laundry	80	2.54	17	10
Inspector	10	0.32	21	5
Mender	20	0.63	19	7
Production Packager, Hand or Machine	10	0.32	26	3
Alteration Tailor	20	0.63	28	5
Gardener and/or Groundskeeper	20	0.63	35	4
All Other Skilled Craft and Kindred Workers	10	0.32	na	na
All Other Operatives and Semiskilled Workers	250	7.94	na	na
All Other Laborers and Unskilled Workers	50	1.59	na	na

SIC 72 (Cont.)

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
Clerical Occupations	540	17.14	na	na
Counter Clerk	170	5.40	11	28
General Office Clerk	220	6.98	4	20
Receptionist	70	2.22	18	16
Secretary	20	0.63	22	4
All Other Office Clerical Workers	30	0.95	na	na
Shipping Packer	20	0.63	17	3
All Other Plant Clerical Workers	10	0.32	na	na
Sales Occupations	40	1.27	na	na
Sales Representative, Sales Agent, and/or Sales Associate	30	0.95	14	5
All Other Sales Workers	10	0.32	na	na

Business Services

SIC 73

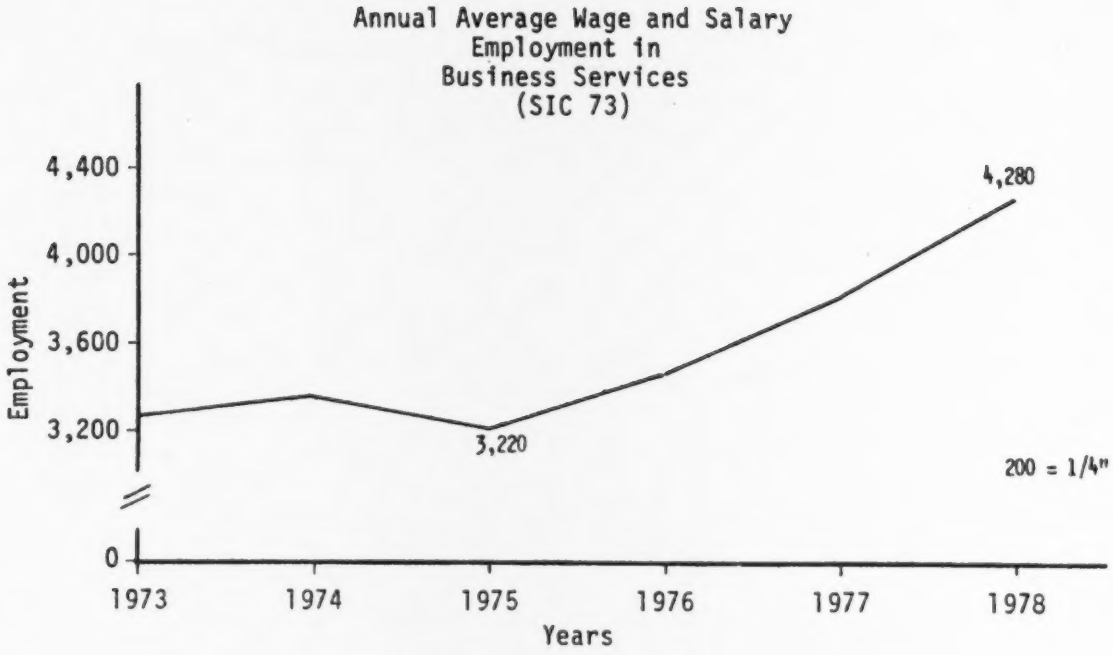
This major group includes establishments primarily engaged in rendering services, not elsewhere classified, to business establishments on a fee or contract basis, such as advertising and mailing services; building maintenance services; employment service; management and consulting services; protective services; equipment rental and leasing (except finance leasing); commercial research, development, and testing; photo-finishing; and personnel supply services.

Historically, this industry has shown substantial growth in annual average wage and salary employment since 1973, except for a slight decline during the recessionary period of 1975. Employment increased 31 percent from 1973 to 1978, and has increased an average of 11 percent annually during the last three years. It is expected that this industry will continue to increase its employment through the early 1980s, but at a considerably slower rate, perhaps 4 to 5 percent annually.

Employees in this industry covered under the Maine Employment Security Law received wages totalling $30.7 million during the year 1978.

Over half the employment in this industry (52.6 percent) is concentrated in SIC 739--miscellaneous business services. To break this category down to more meaningful terms, 33.7 percent of these employees work in establishments which provide detective and protective services; 23.5 percent work in establishments furnishing management, consulting, and public relations services; and 11.9 percent work in establishments engaged in equipment rental and leasing services. The remainder of the workers are employed by agencies providing a myriad of other miscellaneous business services.

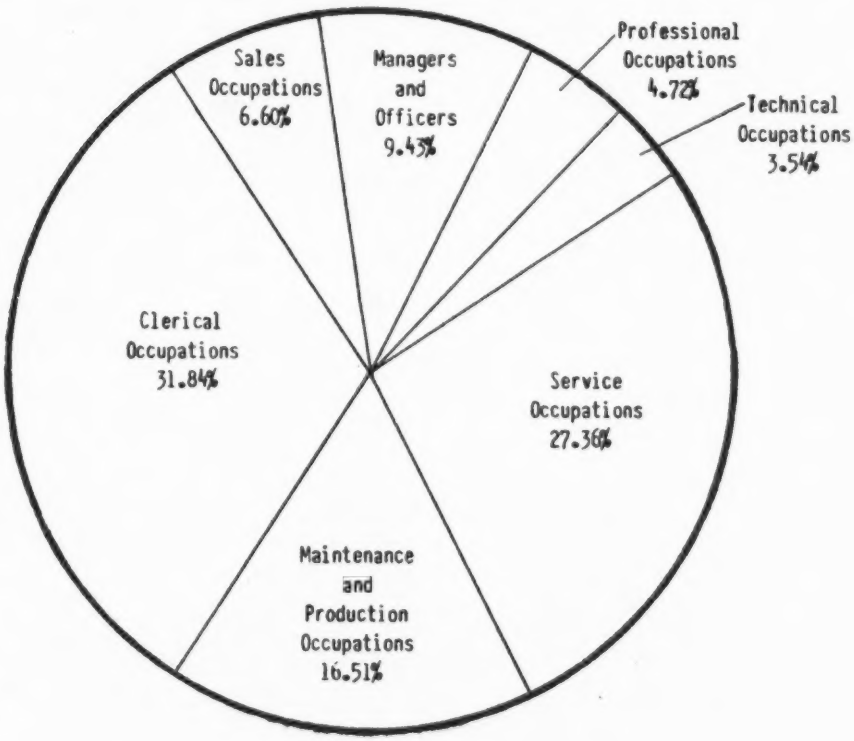
More than one-fifth (22.5 percent) of the workers in the business services industry can be found in SIC 734 which consists of establishments providing services to buildings such as janitorial services, floor waxing, and office cleaning.


Annual Average Wage and Salary
Employment in
Business Services
(SIC 73)
4,400
4,000
3,600
3,200
0
Employment
4,280
3,220
200 = 1/4"
1973
1974
1975
1976
1977
1978
Years

Of the 4,240 persons reported as employed in the business services industry during the June 1978 survey month, 1,350, or 32 percent, were employed in clerical occupations and 1,160, or 27 percent, were employed in service occupations. The single occupational category with the highest concentration of workers was "janitors, porters, or cleaners" which accounted for 820 persons, or 19 percent of the total employment.

In descending order, the 5 occupations most frequently reported by employers in this industry were managers and officers; secretary; bookkeeper, hand; general office clerk; and typist.

Percentage of Employment by Major Occupational Categories
in Business Services (SIC 73)
June 1978



Business Services

SIC 73

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
TOTAL ALL OCCUPATIONS	4,240	100.00	na	na
Managers and Officers	400	9.43	17	74
Professional Occupations	200	4.72	na	na
Technical Occupations	150	3.54	na	na
Service Occupations	1,160	27.36	na	na
Janitors, Porters, or Cleaners	820	19.34	na	na
All Other Service Occupations	340	8.02	na	na
Maintenance and Production Occupations	700	16.51	na	na
Mechanics and Repairers	60	1.42	na	na
All Other Maintenance and Production Workers	640	15.09	na	na
Clerical Occupations	1,350	31.84	na	na
Bookkeeper, Hand	60	1.42	25	28
Collector	50	1.18	16	7
File Clerk	40	0.94	33	9
General Office Clerk	110	2.59	27	23
Secretary	120	2.83	19	35
Typist	100	2.36	25	21
All Other Office Clerical Workers	830	19.58	na	na
Plant Clerical Workers	40	0.94	na	na
Sales Occupations	280	6.60	na	na

Automotive Repair, Services, and Garages

SIC 75

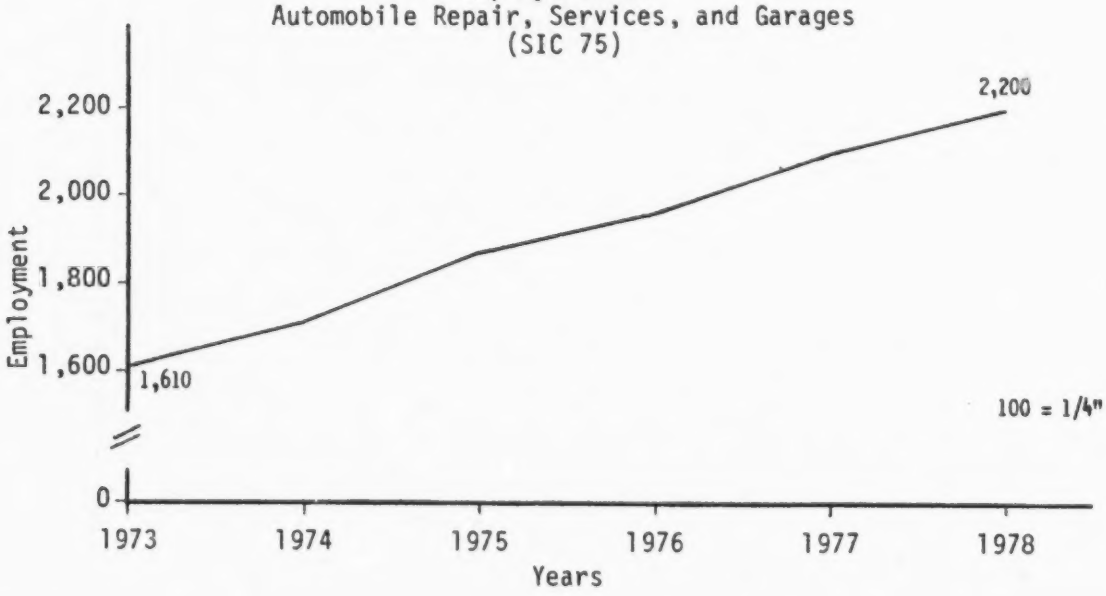
This major group includes establishments primarily engaged in furnishing automotive repair, rental, leasing, and parking services to the general public.

Historically, this industry's annual average wage and salary employment has shown strong, steady growth, increasing from 1,610 to 2,200 workers, or 36.6 percent from 1973 to 1978, which averages 7.3 percent annually. Although growth in employment is expected to continue through the early 1980s, the rate of growth is expected to slow considerably.

Employees in this industry covered under the Maine Employment Security Law received wages totalling $19.6 million during the year 1978.

Just under 70 percent of the employees in this industry work in automotive repair shops (SIC 753), primarily in general automotive repair shops and top and body repair shops. Twenty percent of the workers were employed by establishments primarily engaged in automobile rental and leasing, without drivers (SIC 751).

Annual Average Wage and Salary
Employment in
Automobile Repair, Services, and Garages
(SIC 75)

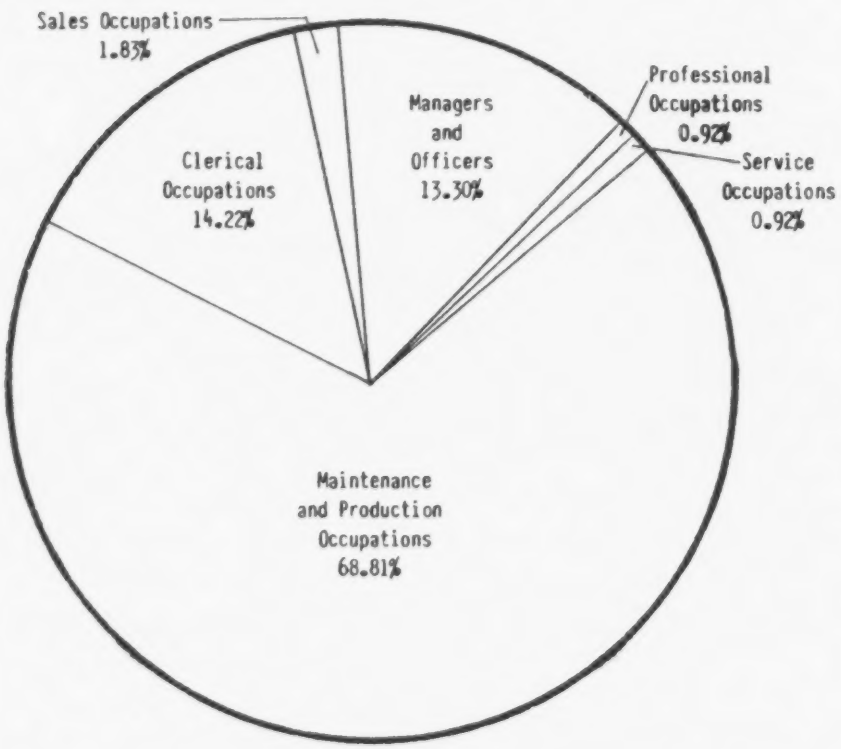


As might be expected, this industry has a high proportion of employees working in maintenance and production occupations. This particular occupational category accounted for 68.8 percent of the total industry employment, or 1,500 workers, during the survey month of May 1978.

There were 400 automotive mechanics reported in this industry, making this occupation alone account for 18 percent of the total industry employment. Another occupation with a high concentration of workers was automotive body repairer with 240 employees, or 11 percent of the total industry employment.

In descending order, the 7 occupations most frequently reported by employers were managers and officers; mechanic, automotive; body repairer, automotive; general office clerk; bookkeeper, hand; cleaner, vehicle; and painter, automotive.

Percentage of Employment by Major Occupational Categories in Automobile Repair, Services, and Garages (SIC 75) May 1978



Automotive Repair, Services, and Garages

SIC 75

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
TOTAL ALL OCCUPATIONS	2,180	100.00	na	na
Managers and Officers	290	13.30	8	66
Professional Occupations	20	0.92	na	na
Service Occupations	20	0.92	na	na
Maintenance and Production Occupations	1,500	68.81	na	na
Supervisor, Nonworking	40	1.83	24	14
Mechanic, Automotive	400	18.35	12	43
Body Repairer, Automotive	240	11.01	14	33
Mechanic, Diesel	70	3.21	30	6
Cleaner, Vehicle	150	6.88	13	24
Maintenance Repairer, General Utility	20	0.92	31	8
Painter, Automotive	120	5.50	22	19
Tire Fabricator and/or Repairer	150	6.88	26	7
Service Station Attendant, Fuel Pump Attendant, and/or Lubricator	40	1.83	33	9
All Other Skilled Craft and Kindred Workers	40	1.83	na	na
All Other Operatives and Semiskilled Workers	170	7.80	na	na
All Other Laborers and Unskilled Workers	60	2.75	na	na
Clerical Occupations	310	14.22	na	na
Accounting Clerk	20	0.92	23	9
Bookkeeper, Hand	70	3.21	14	27
Car Rental Clerk	40	1.83	24	7
Cashier	40	1.83	35	4
General Office Clerk	110	5.05	12	30
Secretary	20	0.92	33	8
Plant Clerical Workers	10	0.46	na	na
Sales Occupations	40	1.83	na	na
Sales Representative, Sales Agent, and/or Sales Associate	40	1.83	24	11

Amusement and Recreation Services, except Motion Pictures

SIC 79

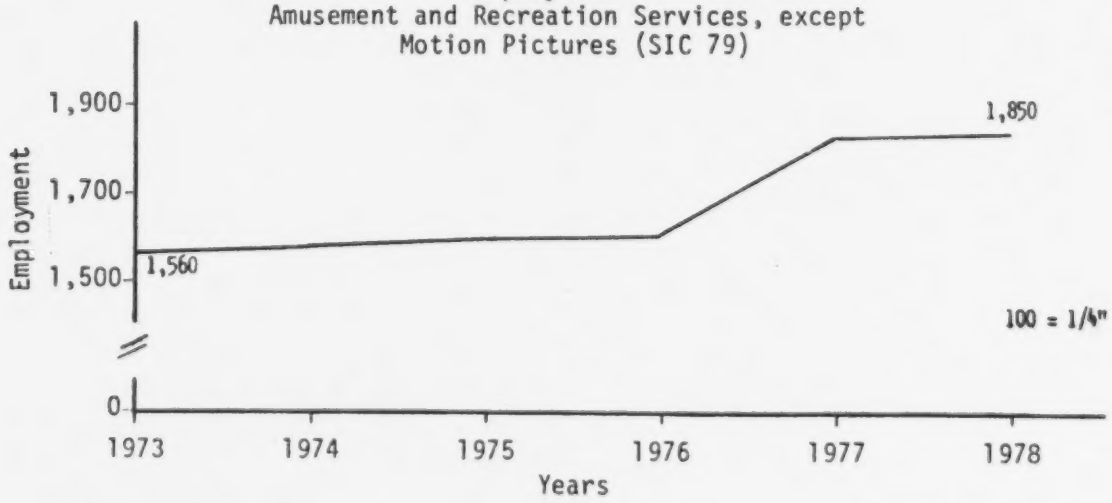
This major group includes establishments, except motion picture theaters, engaged in providing amusement or entertainment on payment of a fee or admission charge.

Historically, the annual average wage and salary employment in this industry has remained about the same since 1973, except for a sharp increase between 1976 and 1977. Of the 280 employees which have been added to this industry during the past 5 years, 230 of them appeared between 1976 and 1977. It is expected that slow growth in employment will be recorded through the early 1980s.

Employees in this industry covered under the Maine Employment Security Law received wages totalling $11.6 million during the year 1978.

Employees in this industry work at a great variety of activities. Forty-two percent are categorized in a miscellaneous industry group which includes day camps; cable and ski lifts operated separately from lodges; boat rentals for pleasure and party fishing boats; amusement rides, concessions, and carnival operations, operated separately from amusement parks; and golf driving ranges. Another 18 percent of the employees are employed in membership sports and recreation clubs; 12 percent are promoters and participants in racing activities including race track operators, operators of racing stables, jockeys, race horse trainers, and race car owners and operators; 11 percent are employed in bowling alleys; and 7 percent are employed with theatrical producers (except motion pictures), bands, orchestras, or entertainers.

Annual Average Wage and Salary Employment in Amusement and Recreation Services, except Motion Pictures (SIC 79)



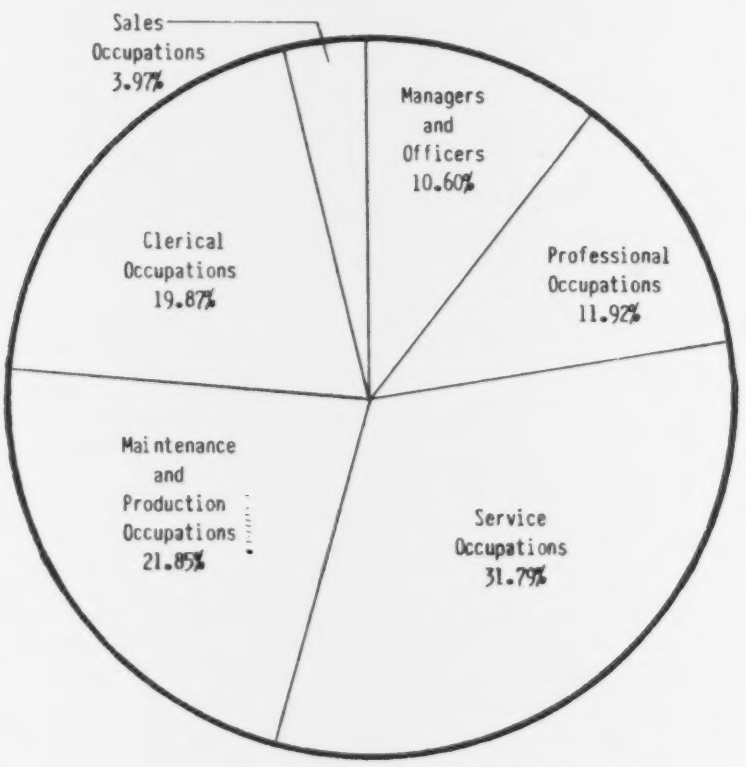
Total employment and occupational patterns in this industry vary considerably with Maine's seasons. Employment in day camps, theatrical production, pleasure boat rentals and the like in the summer months of June to August and perhaps September give way to ski lifts and skating rinks in the winter months of January through March.

This occupational survey was taken in April 1978 and, therefore, does not represent peak employment for either summer or winter activities. Total employment for this month was almost 500 less than the annual monthly average employment for this industry.

The highest concentration of workers, 140, or 9 percent of the industry's total employment, was found in the occupation of gardener and/or groundskeeper. There were 90 workers reported in each of the occupations of recreation facility attendant and sports instructor.

In descending order, the 10 occupations most frequently reported by employers in this industry were managers and officers; gardener and/or groundskeeper; maintenance repairer, general utility; sports instructor; bartender; bookkeeper, hand; cook, short order and/or specialty fast foods; general office clerk; recreation facility attendant; and desk clerk, bowling floor.

Percentage of Employment by Major Occupational Categories
in Amusement and Recreation Services, except Motion Pictures (SIC 79)
April 1978



Amusement and Recreation Services,
except Motion Pictures

SIC 79

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
TOTAL ALL OCCUPATIONS	1,510	100.00	na	na
Managers and Officers	160	10.60	12	64
Professional Occupations	180	11.92	na	na
Accountant and/or Auditor	10	0.66	32	7
Public Relations Practitioner	10	0.66	25	7
Sports Instructor	90	5.96	15	21
All Other Professional Workers	70	4.64	na	na
Service Occupations	480	31.79	na	na
Maid	20	1.32	33	5
All Other Janitors, Porters, or Cleaners	40	2.65	na	na
Bartender	40	2.65	26	19
Dining Room Attendant	60	3.97	27	7
Host/Hostess, Restaurant, Lounge, or Coffee Shop	10	0.66	21	5
Kitchen Helper	20	1.32	25	9
Waiter/Waitress	70	4.64	32	12
Cook, Short Order and/or Specialty Fast Foods	40	2.65	26	16
All Other Food Service Workers	10	0.66	na	na
Child Care Attendant	10	0.66	19	12
Recreation Facility Attendant	90	5.96	17	16
All Other Service Workers	70	4.64	na	na
Maintenance and Production Occupations	330	21.85	na	na
Pinsetter Mechanic, Automatic	30	1.99	31	12
All Other Mechanics and Repairers	30	1.99	na	na
Maintenance Repairer, General Utility	60	3.97	21	22
Pin Chaser	20	1.32	33	7
Gardener and/or Groundskeeper	140	9.27	19	29
All Other Skilled Craft and Kindred Workers	10	0.66	na	na
All Other Operatives and Semi-skilled Workers	20	1.32	na	na
All Other Laborers and Unskilled Workers	20	1.32	na	na

SIC 79 (Cont.)

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
Clerical Occupations.....	300	19.87	na	na
Bookkeeper, Hand.....	30	1.99	24	19
Desk Clerk, Bowling Floor.....	70	4.64	4	14
General Office Clerk.....	20	1.32	24	16
Payroll and/or Timekeeping Clerk....	10	0.66	33	7
Receptionist.....	10	0.66	32	9
Secretary.....	10	0.66	24	9
All Other Office Clerical Workers...	150	9.93	na	na
Sales Occupations.....	60	3.97	na	na

Health Services, except Hospitals

SIC 80, except SIC 806

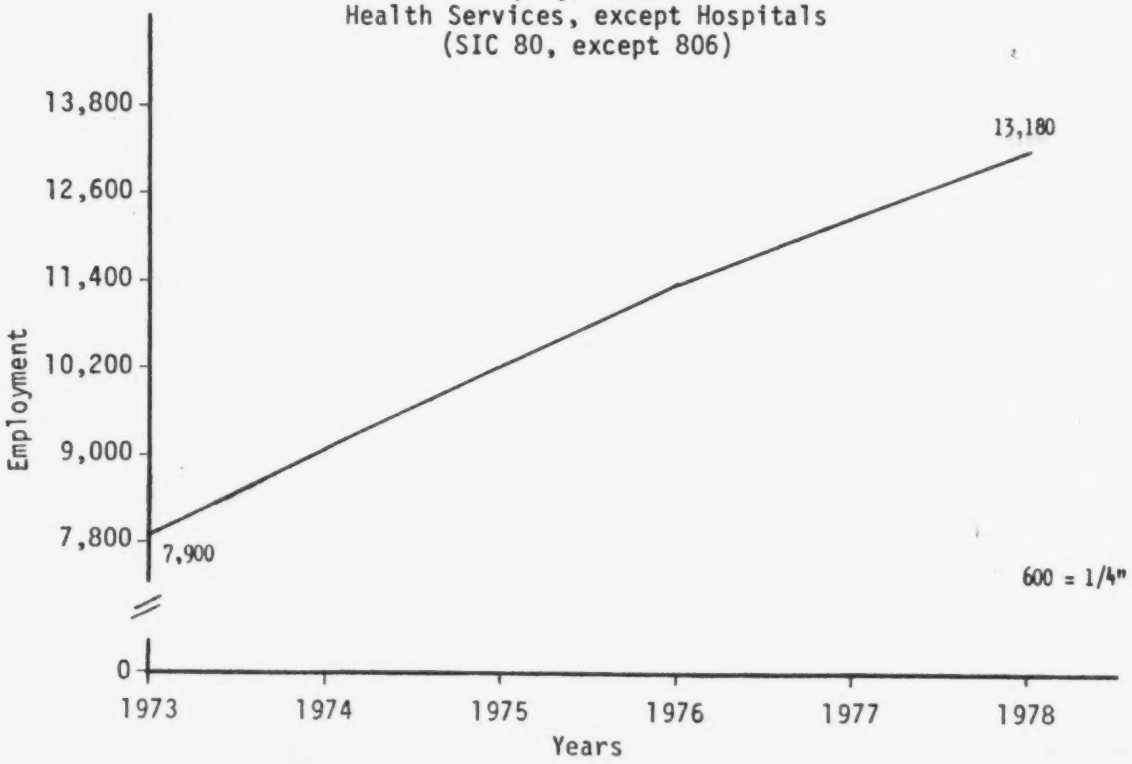
This major group includes establishments, excluding hospitals, primarily engaged in furnishing medical and other health services to persons.

This industry has had a long history of steady, strong growth in its annual average wage and salary employment. In 1973 employment averaged 7,900 and by 1978 the number of workers in this industry had grown to 13,180 which denotes an increase of 66.8 percent or 13.4 percent annually. Although substantial growth of employment is expected to continue in this industry through the early 1980s, the rate of increase is likely to slow to around 8 percent annually.

Employees in this industry covered under the Maine Employment Security Law received wages totalling $110.0 million during the year 1978.

Eighty-five percent of the total employment in this industry is concentrated in the following industrial categories: SIC 805, nursing and personal care facilities (59.2 percent); SIC 801, offices of physicians (17.0 percent); and SIC 802, offices of dentists (8.9 percent). The remaining 15 percent of the employees are distributed throughout several industrial categories such as offices of osteopathic physicians, offices of health practitioners, medical and dental laboratories, out-patient care facilities, and a miscellaneous "all other" health services category.

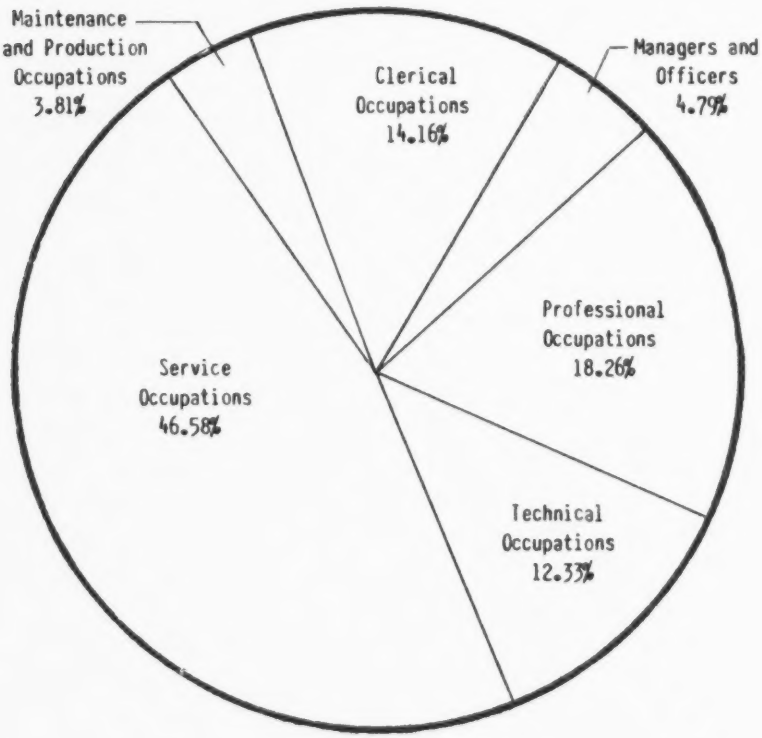
Annual Average Wage and Salary
Employment in
Health Services, except Hospitals
(SIC 80, except 806)



This industry is dominated by employees in service occupations. In the survey month of May 1978, close to half (46.6 percent) of the 13,140 total workers were reported in this occupational category. One single service occupation, nurse aide and/or orderly, makes up over one-quarter (28.9 percent) of the total employment in this industry. The second highest proportion of workers was reported in the major occupational category of professional rather than service occupations. That occupation was professional nurse which accounted for 1,180 persons, or 9 percent of the total industry employment.

In descending order, the 10 occupations most frequently reported by employers in this industry were managers and officers; nurse, professional; nurse aide and/or orderly; licensed practical nurse; cook, institution; kitchen helper; bookkeeper, hand; secretary; general office clerk; and maid.

Percentage of Employment by Major Occupational Categories in Health Services, except Hospitals (SIC 80, except 806) May 1978



NOTE: Too small for representation in this circle - Sales Occupations, 0.08%

Health Services, except Hospitals

SIC 80, except SIC 806

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
TOTAL ALL OCCUPATIONS	13,140	100.00	na	na
Managers and Officers	630	4.79	6	67
Professional Occupations	2,400	18.26	na	na
Psychologist	50	0.38	22	4
Accountant and/or Auditor	60	0.46	21	18
Caseworker	110	0.84	14	18
Dentist	170	1.29	43	7
Dietitian and/or Nutritionist	60	0.46	12	24
Nurse, Professional	1,180	8.98	6	66
Occupational Therapist	20	0.15	10	8
Physical Therapist	40	0.30	10	11
Physician and/or Surgeon	450	3.42	15	21
Manual Arts, Music, and/or Recreational Therapist	90	0.68	9	23
Speech Pathologist and/or Audiologist	20	0.15	26	3
All Other Professional Workers	150	1.14	na	na
Technical Occupations	1,620	12.33	na	na
Dental Assistant	300	2.28	17	9
Licensed Practical Nurse	570	4.34	8	47
Physician's Assistant	110	0.84	35	6
Dental Hygienist	320	2.44	17	8
Medical Laboratory Technologist	80	0.61	36	6
Medical Laboratory Technician	90	0.68	50	4
Dietetic Technician	40	0.30	33	10
Physical Therapy Assistant	30	0.23	20	11
All Other Technical Workers	80	0.61	na	na
Service Occupations	6,120	46.58	na	na
Maid	440	3.35	10	35
All Other Janitors, Porters, or Cleaners	200	1.52	18	26
Guard or Doorkeeper	10	0.08	35	2
Kitchen Helper	700	5.33	4	41
Cook, Institution	370	2.82	6	45
Housekeeper	170	1.29	14	31
Nurse Aide and/or Orderly	3,800	28.92	2	50
Social Service Aide	140	1.07	10	24
Medical Assistant	270	2.05	23	11
Occupational Therapy Assistant	10	0.08	31	2
All Other Service Workers	10	0.08	na	na

SIC 80, except SIC 806 (Cont.)

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
Maintenance and Production Occupations	500	3.81	na	na
Washer, Machine and/or Starcher	170	1.29	9	30
Laundry Presser, Machine	40	0.30	15	7
Maintenance Repairer, General Utility	110	0.84	9	32
Dental Laboratory Technician	100	0.76	30	4
All Other Skilled Craft and Kindred Workers	40	0.30	na	na
All Other Operatives and Semiskilled Workers	10	0.08	na	na
All Other Laborers and Unskilled Workers	30	0.23	na	na
Clerical Occupations	1,860	14.16	na	na
Clerical Supervisor, Office or Plant	50	0.38	46	11
Stenographer	10	0.08	43	2
Bookkeeper, Hand	200	1.52	17	39
General Office Clerk	230	1.75	16	35
Insurance Clerk, Medical	80	0.61	34	5
Receptionist	440	3.35	15	28
Secretary	490	3.73	14	39
Switchboard Operator	10	0.08	31	3
Switchboard Operator/Receptionist	50	0.38	30	12
Typist	120	0.91	23	16
All Other Office Clerical Workers	150	1.14	na	na
Shipping and/or Receiving Clerk	20	0.15	21	2
All Other Plant Clerical Workers	10	0.08	na	na
Sales Occupations	10	0.08	na	na

Nursing and Personal Care Facilities

SIC 805

This industry category includes establishments primarily engaged in providing nursing and health-related personal care, with inpatient beds.

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
TOTAL ALL OCCUPATIONS	7,730	100.00	na	na
Managers and Officers	350	4.53	6	91
Professional Occupations	800	10.35	na	na
Accountant and/or Auditor	30	0.39	23	23
Caseworker	20	0.26	17	23
Dietitian and/or Nutritionist	60	0.78	13	51
Nurse, Professional	550	7.12	6	92
Occupational Therapist	10	0.13	16	9
Physical Therapist	10	0.13	19	14
Physician and/or Surgeon	10	0.13	31	11
Manual Arts, Music, and/or Recreational Therapist	90	1.16	9	52
All Other Professional Workers	20	0.26	na	na
Technical Occupations	570	7.37	na	na
Licensed Practical Nurse	490	6.34	6	91
Dietetic Technician	40	0.52	33	23
Physical Therapy Assistant	30	0.39	21	23
All Other Technical Workers	10	0.13	na	na
Service Occupations	5,430	70.25	na	na
Maid	320	4.14	6	66
All Other Janitors, Porters, or Cleaners	80	1.03	14	38
Guard or Doorkeeper	10	0.13	35	5
Kitchen Helper	700	9.06	4	92
Cook, Institution	360	4.66	6	97
Housekeeper	170	2.20	14	69
Nurse Aide and/or Orderly	3,710	47.99	2	98
Social Service Aide	30	0.39	16	40
All Other Service Workers	50	0.65	na	na
Maintenance and Production Occupations	330	4.27	na	na
Washer, Machine and/or Starcher	170	2.20	9	68
Laundry Presser, Machine	40	0.52	15	17
Maintenance Repairer, General Utility	100	1.29	10	62

SIC 805 (Cont.)

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
All Other Laborers and Unskilled Workers	20	0.26	na	na
Clerical Occupations	250	3.23	na	na
Clerical Supervisor, Office or Plant	10	0.13	21	11
Bookkeeper, Hand	60	0.78	16	49
General Office Clerk	80	1.03	6	45
Receptionist	20	0.26	13	20
Secretary	20	0.26	13	18
Switchboard Operator	10	0.13	35	5
Switchboard Operator/Receptionist	20	0.26	19	12
Typist	10	0.13	17	6
All Other Office Clerical Workers	10	0.13	na	na
Plant Clerical Workers	10	0.13	na	na

Social Services

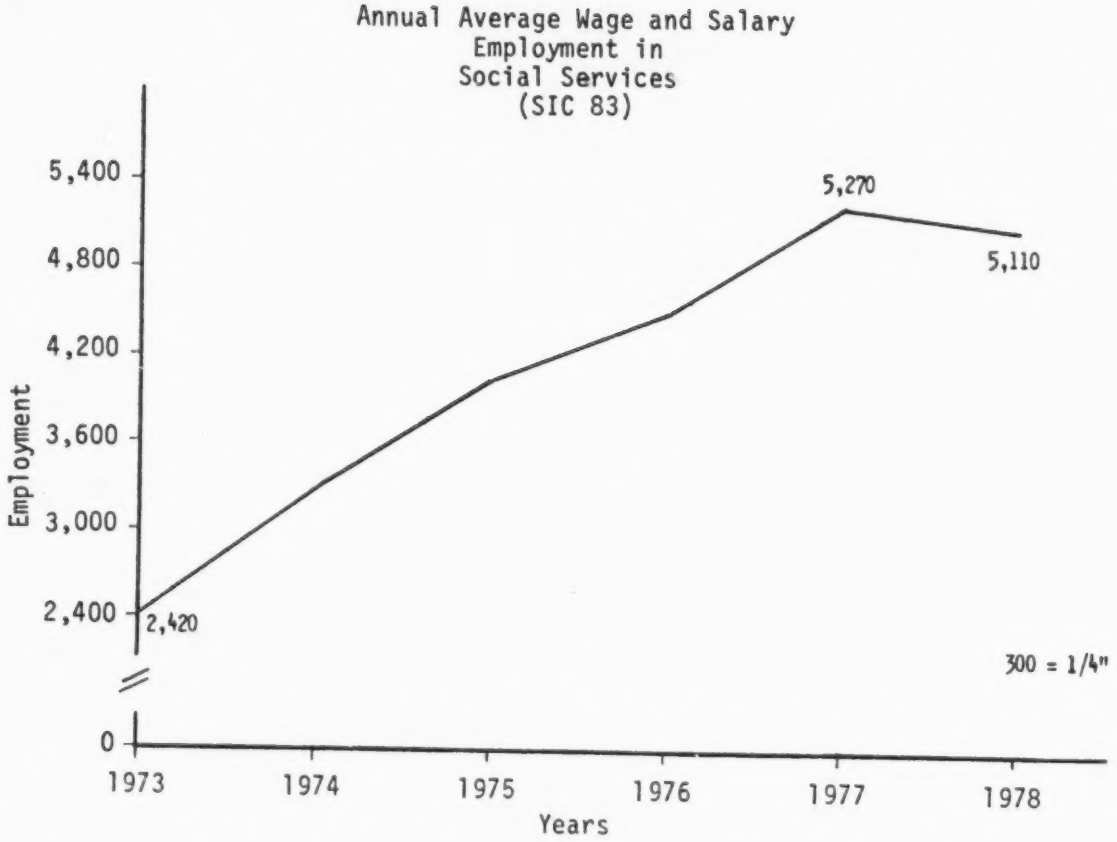
SIC 83

This major group includes establishments providing social services and rehabilitation services to those persons with social or personal problems requiring special services and to the handicapped and the disadvantaged. Also included are organizations soliciting funds to be used directly for these and related services.

Historically, the annual average wage and salary employment in this industry has shown tremendous growth, increasing from 2,420 workers in 1973 to 5,270 in 1977, a 118 percent increase. However, in 1978 employment dropped to an average of 5,110 employees. It is not expected that this recent downward step will become a trend, but the previous rate of increase in employment is expected to slow considerably through the early 1980s.

Employees in this industry covered under the Maine Employment Security Law received wages totalling $27.8 million during the year 1978.

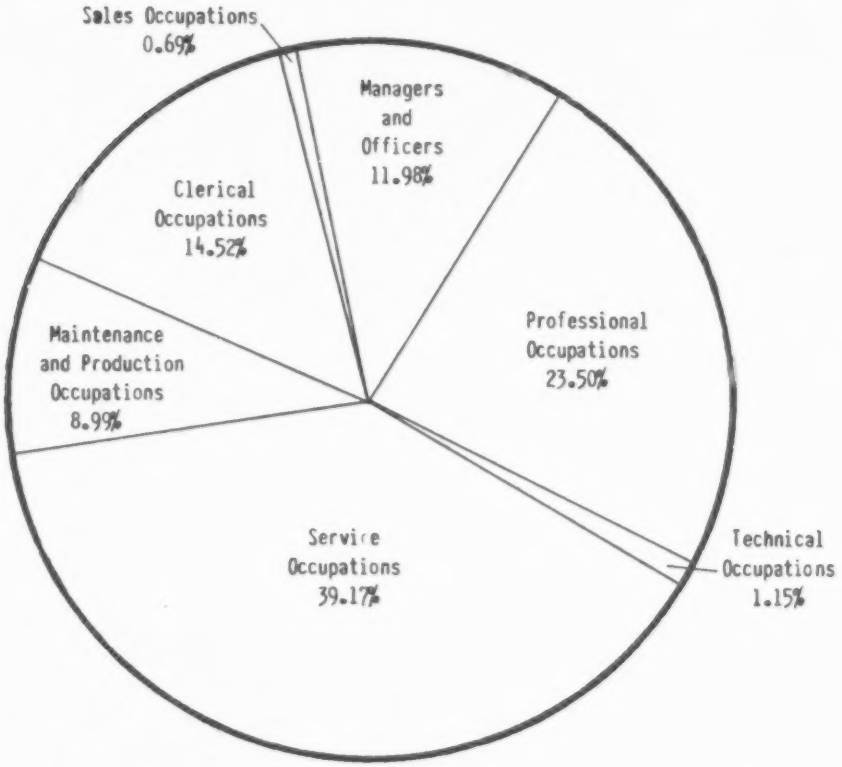
One-half of the employees in this industry work in establishments classified in a miscellaneous industry category (SIC 839) which includes units primarily engaged in community improvement, social change, and neighborhood development. Just over 20 percent of the workers are found in each of two other classifications: providing one or more of a wide-variety of individual and family social, counseling, welfare, or referral services, including refugee, disaster and temporary relief services (SIC 832); and providing residential, social, and personal care for children, the aged, and special categories of persons with some limits on ability for self-care but where medical care is not a major element (SIC 836).


Annual Average Wage and Salary
Employment in
Social Services
(SIC 83)
5,400
4,800
4,200
3,600
3,000
2,400
0
Employment
5,270
5,110
2,420
300 = 1/4"
1973
1974
1975
1976
1977
1978
Years

The occupations with the greatest number of workers reported in this industry as of the survey month of May 1978 were managers and officers, 520; child care worker, 420; social service aide, 320; case worker, 270; and secretary, 220. Thirty-nine percent of the total 4,340 employees were classified in service occupations.

In descending order, the 9 occupations most frequently reported by employers in this industry were managers and officers; secretary; caseworker; cook, institution; general office clerk; social service aide; child care worker; bookkeeper, hand; and accountant and/or auditor.

Percentage of Employment by Major Occupational Categories in Social Services (SIC 83)
May 1978



Social Services

SIC 83

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
TOTAL ALL OCCUPATIONS	4,340	100.00	na	na
Managers and Officers	520	11.98	6	92
Professional Occupations	1,020	23.50	na	na
Psychologist	60	1.38	30	10
Teacher, Preschool or Kindergarten	110	2.54	33	14
Vocational and Educational Counselor	100	2.30	22	22
Purchasing Agent and/or Buyer	20	0.46	34	10
Accountant and/or Auditor	40	0.92	24	29
Budget Analyst	10	0.23	33	5
Caseworker	270	6.22	16	49
Dietitian and/or Nutritionist	30	0.69	28	17
Nurse, Professional	70	1.61	20	16
Occupational Therapist	10	0.23	30	5
Public Relations Practitioner	20	0.46	41	8
Community Organization Worker	60	1.38	35	16
Group Recreation Worker	120	2.77	29	22
All Other Professional Workers	100	2.30	na	na
Technical Occupations	50	1.15	na	na
Licensed Practical Nurse	40	0.92	27	11
All Other Technical Workers	10	0.23	na	na
Service Occupations	1,700	39.17	na	na
Supervisor, Nonworking	50	1.15	35	17
All Janitors, Porters, or Cleaners	180	4.15	na	na
Kitchen Helper	90	2.07	24	22
Cook, Institution	160	3.69	18	40
All Other Food Service Workers	100	2.30	na	na
Child Care Attendant	50	1.15	48	5
Nurse Aide and/or Orderly	150	3.46	32	8
Child Care Worker	420	9.68	16	35
Social Service Aide	320	7.37	13	38
All Other Service Workers	180	4.15	na	na
Maintenance and Production Occupations	390	8.99	na	na
Supervisor, Nonworking	40	0.92	25	17
Laundry Workers	20	0.46	na	na

SIC 83 (Cont.)

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
Truck Driver	10	0.23	31	6
Bus Driver, except School	120	2.77	41	13
Carpenter	50	1.15	33	11
Maintenance Repairer, General Utility	90	2.07	20	22
Bus Driver, School	20	0.46	36	8
All Other Skilled Craft and Kindred Workers	10	0.23	na	na
All Other Laborers and Unskilled Workers	30	0.69	na	na
Clerical Occupations	630	14.52	na	na
Clerical Supervisor, Office or Plant	20	0.46	28	11
Bookkeeping and/or Billing Machine Operator	20	0.46	43	10
Accounting Clerk	10	0.23	30	6
Bookkeeper, Hand	50	1.15	18	32
File Clerk	10	0.23	42	5
General Office Clerk	120	2.77	15	38
Payroll and/or Timekeeping Clerk	10	0.23	47	8
Personnel Clerk	10	0.23	28	6
Receptionist	30	0.69	38	11
Secretary	220	5.07	12	52
Switchboard Operator/Receptionist	20	0.46	14	14
Typist	40	0.92	21	16
Teacher Aide and/or Educational Assistant	60	1.38	49	8
Plant Clerical Workers	10	0.23	na	na
Sales Occupations	30	0.69	na	na
Contribution Solicitor	10	0.23	36	5
All Other Sales Agents, Sales Associates, and/or Sales Representatives	10	0.23	na	na
All Other Sales Workers	10	0.23	na	na

Membership Organizations, except Religious

SIC 86, except SIC 866

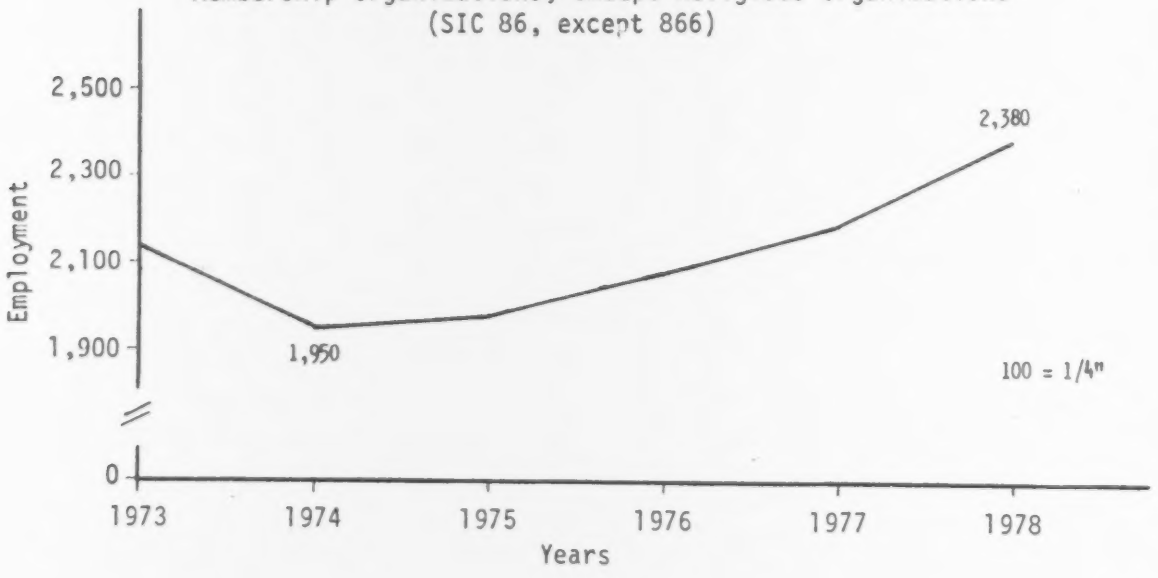
This major group includes organizations operating on a membership basis for the promotion of the interests of the members, such as trade associations, professional membership organizations, labor unions and similar labor organizations, and political organizations.

Historically, the annual average wage and salary employment in this industry has shown constant growth, except between 1973 and 1974 when employment dropped from 2,140 to 1,950 workers. Employment had increased to 2,380 by 1978 which averages 6.8 percent annually over the past three years. Employment is expected to continue to grow through the early 1980s, but at a slower rate, perhaps around 4 percent annually.

Employees in this industry covered under the Maine Employment Security Law received wages totalling $14.1 million during the year 1978.

Over half of the employees, 57 percent, work for membership organizations engaged in civic, social, or fraternal activities (SIC 864). Another 19 percent were employed by labor unions and similar labor organizations (SIC 863).

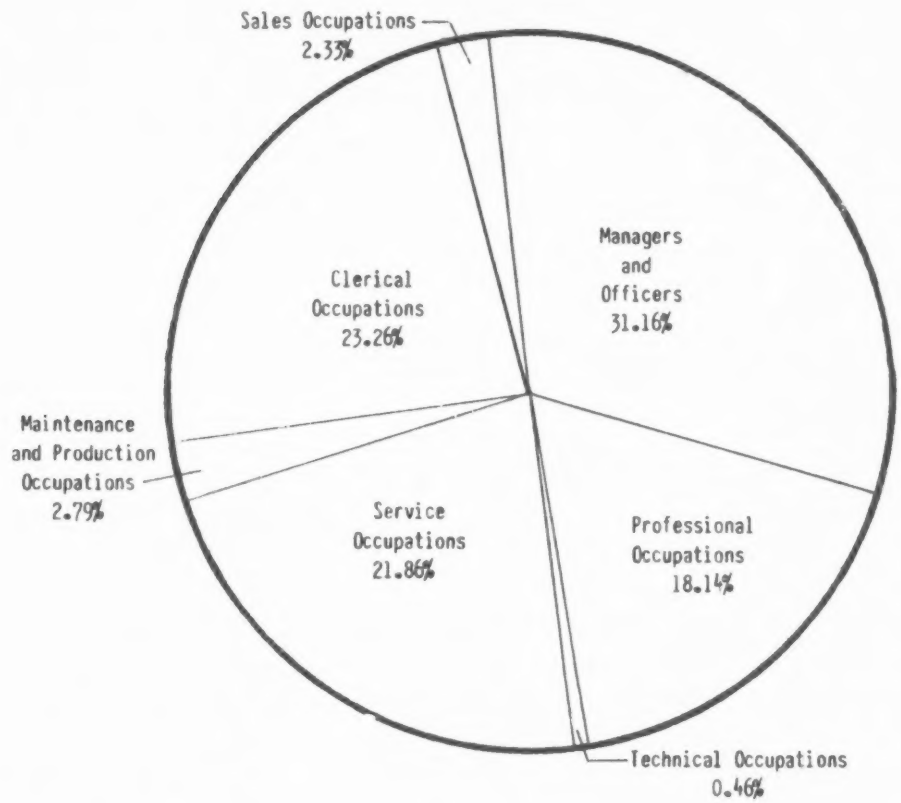
Annual Average Wage and Salary
Employment in
Membership Organizations, except Religious Organizations
(SIC 86, except 866)



As of the survey month of April 1978, this industry reported a greater proportion of its employees in the occupational category of managers and officers than any other industry listed in this publication. Of the total 2,150 persons employed, 31 percent, or 670 were managers or officers. Fifty-five percent, or 370, of these managers and officers were employed by labor unions (SIC 863). One reason for this high proportion of workers in this category is that union shop stewards, who make up a large part of the employees in labor unions, were included with managers and officers in this survey.

In descending order, the 9 occupations most frequently reported by employers in this industry were managers and officers; janitors, porters, or cleaners; secretary; bookkeeper, hand; bartender; general office clerk; typist; maintenance repairer, general utility; and group recreation worker.

Percentage of Employment by Major Occupational Categories in Membership Organizations, except Religious Organizations (SIC 86, except 866) April 1978



Membership Organizations, except Religious

SIC 86, except SIC 866

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
TOTAL ALL OCCUPATIONS	2,150	100.00	na	na
Managers and Officers	670	31.16	6	76
Professional Occupations	390	18.14	na	na
Teacher and/or Instructor, Vocational Education or Training	20	0.93	25	4
Accountant and/or Auditor	30	1.40	33	11
Director, Camp	10	0.46	35	6
Caseworker	10	0.46	33	4
Group Recreation Worker	150	6.98	21	12
All Other Professional Workers	170	7.91	na	na
Technical Occupations	10	0.46	na	na
Service Occupations	470	21.86	na	na
Janitors, Porters, or Cleaners	110	5.12	na	na
Guard or Doorkeeper	40	1.86	33	10
Bartender	180	8.37	19	21
All Other Food Service Workers	40	1.86	na	na
Child Care Worker	30	1.40	20	5
All Other Service Workers	70	3.26	na	na
Maintenance and Production Occupations	60	2.79	na	na
Maintenance Repairer, General Utility	30	1.40	20	15
Operatives and Semiskilled Workers	10	0.46	na	na
Laborers and Unskilled Workers	20	0.93	na	na
Clerical Occupations	500	23.26	na	na
Accounting Clerk	10	0.46	21	10
Bookkeeper, Hand	70	3.26	16	30
General Office Clerk	50	2.33	19	16
Receptionist	20	0.93	33	11
Secretary	120	5.58	15	35
Switchboard Operator/Receptionist	30	1.40	19	10
Typist	40	1.86	27	16
All Other Office Clerical Workers	150	6.98	na	na
Plant Clerical Workers	10	0.46	na	na
Sales Occupations	50	2.33	na	na
Sales Representative, Sales Agent, and/or Sales Associate	50	2.33	na	na

Miscellaneous Services

SIC 89

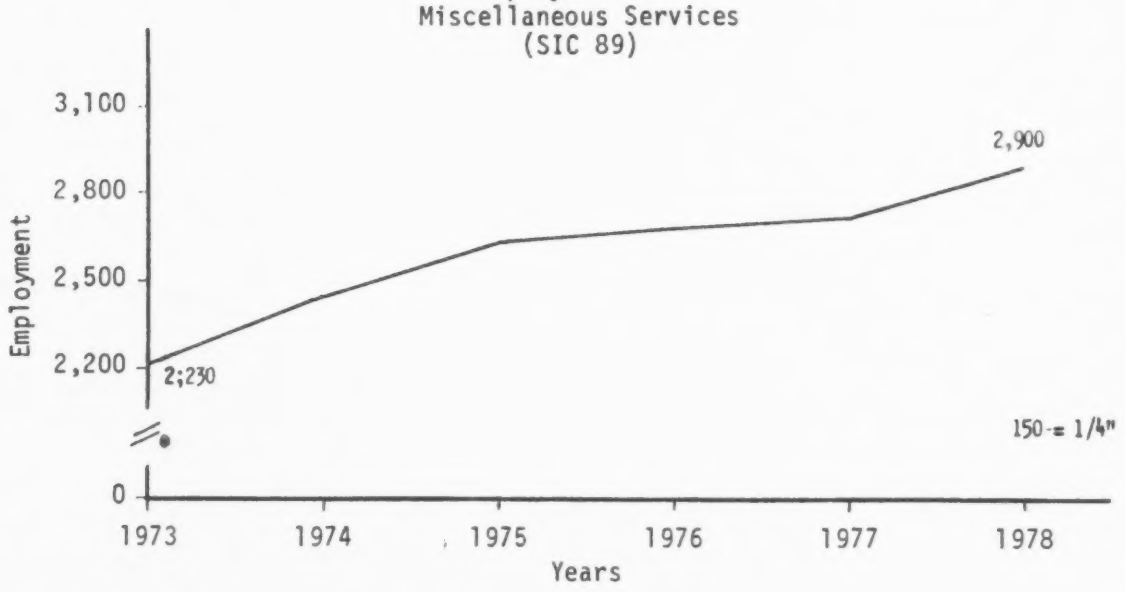
This major group includes establishments engaged in performing services, not elsewhere classified, such as those rendered by engineers, architects, accountants, artists, lecturers, and writers. This major group also includes noncommercial establishments primarily engaged in educational, scientific, and research activities.

Historically, the annual average wage and salary employment in this industry has shown constant growth. This growth was strong, 6 percent or more, between the years 1973 and 1974, 1974 and 1975, and 1977 and 1978, reaching a total of 2,900 workers. Growth in employment is expected to continue through the early 1980s but at a slower rate averaging close to 3 percent annually.

Employees in this industry covered under the Maine Employment Security Law received wages totalling $38.3 million during the year 1978.

The majority of the employees in this industry work in establishments concentrated in three more-detailed industrial classifications: SIC 891, establishments primarily performing services of a professional nature in the fields of engineering, architecture, and land surveying (47 percent); SIC 893, establishments primarily engaged in furnishing accounting, auditing, and bookkeeping services (29 percent); and SIC 892, establishments primarily engaged in noncommercial research into, and dissemination of, information for public health, education, or general welfare (20 percent).

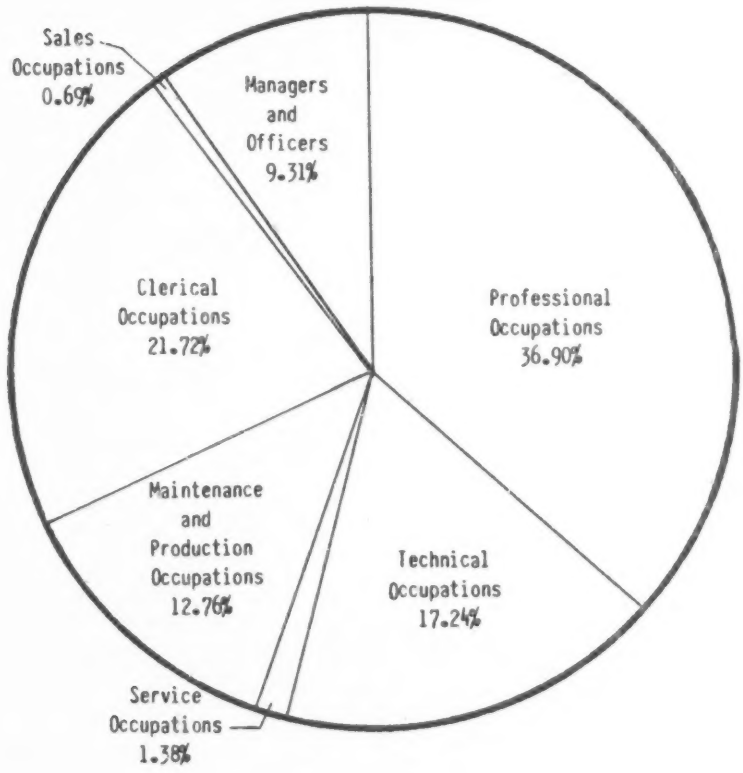
Annual Average Wage and Salary Employment in Miscellaneous Services (SIC 89)



This industry had the highest proportion of its employees in professional occupations and technical occupations, as of the survey month of June 1978, of all the other industries published in this publication. Of the 2,900 total workers in this industry, 1,070 of them, or 36.9 percent, were reported in professional occupations, and 500, or 17.2 percent, were reported in technical occupations. Accountants and auditors accounted for 400 of the professional employees, and civil engineers accounted for 210. Close to half (46 percent) of the persons in technical occupations were drafters, numbering 230 workers.

In descending order, the 10 occupations most frequently reported by employers in this industry were managers and officers; secretary; drafter; typist; accountant and/or auditor; general office clerk; bookkeeper, hand; civil engineer; surveyor; and surveyor helper.

Percentage of Employment by Major Occupational Categories
in Miscellaneous Services (SIC 89)
June 1978



Miscellaneous Services

SIC 89

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
TOTAL ALL OCCUPATIONS	2,900	100.00	na	na
Managers and Officers	270	9.31	11	66
Professional Occupations	1,070	36.90	na	na
Civil Engineer	210	7.24	10	29
Electrical and/or Electronic Engineer	40	1.38	41	13
Mechanical Engineer	50	1.72	17	16
All Other Engineers	20	0.69	na	na
Photographer	10	0.35	0	4
Accountant and/or Auditor	400	13.79	8	32
Architect	60	2.07	24	16
Cost Estimator, Engineering	10	0.35	26	10
Writer and/or Editor	10	0.35	14	6
Designer	10	0.35	33	9
Tax Preparer	20	0.69	33	9
All Other Professional Workers	230	7.93	na	na
Technical Occupations	500	17.24	na	na
Computer Programmer, Business	20	0.69	18	9
Computer Programmer, Scientific and Technical	10	0.35	0	4
Drafter	230	7.93	8	44
Electrical and/or Electronic Technician	10	0.35	35	6
Surveyor	70	2.41	17	26
Civil Engineering Technician	70	2.41	14	19
All Other Engineering Technicians	10	0.35	na	na
Physical Science Technician	20	0.69	0	4
All Other Technical Workers	60	2.07	na	na
Service Occupations	40	1.38	na	na
Janitor, Porter, or Cleaner	40	1.38	15	16
Maintenance and Production Occupations	370	12.76	na	na
Mechanics and Repairers	10	0.35	na	na
Blueprinting Machine Operator	10	0.35	0	6
Carpenter	10	0.35	34	4
Inspector	40	1.38	28	10
Maintenance Repairer, General Utility	20	0.69	31	4
Surveyor Helper	90	3.10	15	26

SIC 89 (Cont.)

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
All Other Skilled Craft and Kindred Workers	10	0.35	na	na
All Other Operatives and Semiskilled Workers	10	0.35	na	na
All Other Laborers and Unskilled Workers	170	5.86	na	na
Clerical Occupations	630	21.72	na	na
Clerical Supervisor, Office or Plant	20	0.69	10	12
Computer Operator	30	1.03	28	12
Keypunch Operator	30	1.03	15	10
Stenographer	10	0.35	34	7
Accounting Clerk	40	1.38	23	12
Bookkeeper, Hand	50	1.72	15	29
File Clerk	10	0.35	0	4
General Office Clerk	100	3.45	22	32
Mail Clerk	10	0.35	0	4
Payroll and/or Timekeeping Clerk	10	0.35	13	9
Receptionist	20	0.69	31	7
Secretary	150	5.17	9	59
Switchboard Operator/Receptionist	30	1.03	20	24
Typist	100	3.45	12	37
All Other Office Clerical Workers	20	0.69	na	na
Sales Occupations	20	0.69	na	na
Sales Representative, Sales Agent, and/or Sales Associate	20	0.69	26	10

Engineering, Architectural, and Surveying Services

SIC 891

This industry category includes establishments primarily performing services of a professional nature in the fields of engineering, architecture, and land surveying.

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
TOTAL ALL OCCUPATIONS	1,460	100.00	na	na
Managers and Officers	160	10.96	9	77
Professional Occupations	480	32.88	na	na
Civil Engineer	210	14.38	10	47
Electrical and/or Electronic Engineer	40	2.74	44	16
Mechanical Engineer	40	2.74	18	23
All Other Engineers	20	1.37	na	na
Accountant and/or Auditor	10	0.69	16	9
Architect	60	4.11	24	26
Cost Estimator, Engineering	10	0.69	26	16
Designer	10	0.69	33	14
All Other Professional Workers	80	5.48	na	na
Technical Occupations	410	28.08	na	na
Drafter	230	15.75	8	70
Electrical and/or Electronic Technician	10	0.69	41	7
Surveyor	70	4.79	17	42
Civil Engineering Technician	70	4.79	14	30
All Other Engineering Technicians	10	0.69	na	na
All Other Technical Workers	20	1.37	na	na
Service Occupations	20	1.37	na	na
Janitor, Porter, or Cleaner	20	1.37	23	19
Maintenance and Production Occupations	160	10.96	na	na
Blueprinting Machine Operator	10	0.69	0	9
Inspector	40	2.74	28	16
Surveyor Helper	90	6.16	15	42
All Other Skilled Craft and Kindred Workers	20	1.37	na	na
Clerical Occupations	210	14.38	na	na
Clerical Supervisor, Office or Plant	10	0.69	0	7
Bookkeeper, Hand	20	1.37	23	23

SIC 891 (Cont.)

Occupation	Estimated Employment	% of Total Employment	Relative Error (%)	% of Units Reporting the Occupation
General Office Clerk.....	40	2.74	24	30
Receptionist.....	10	0.69	41	7
Secretary.....	70	4.79	10	56
Switchboard Operator/Receptionist...	10	0.69	30	14
Typist.....	30	2.05	16	26
All Other Office Clerical Workers...	20	1.37	na	na
Sales Occupations.....	20	1.37	na	na
Sales Representative, Sales Agent, and/or Sales Associate.....	20	1.37	26	16

NOTES ABOUT THE TABLES

Estimated Employment

If only one or two establishments in an industry reported a particular occupation, the occupational estimate is not shown separately, but added to the appropriate "All Other" residual category. The "Total All Occupations" estimate for each industry is based on a benchmark figure derived from the second quarter 1978 report of Employment, Wages, and Contributions covered by the Maine Employment Security Law. For specific reference dates per industry see TITLES AND REFERENCE DATES FOR MAJOR INDUSTRIES COVERED IN THIS PUBLICATION.

Percent of Total Employment

The detail in the column entitled "% of Total Employment" may not add to totals due to rounding. Also, the percent distribution of employment by major occupational categories indicated in the pie charts may not add to 100 percent due to rounding.

Relative Error

The relative error was computed only for specific occupations and not for residual categories nor for occupational groupings. If the relative error of an occupational estimate exceeded 50 percent, the employment for that occupation was added to the residual category that was relevant to it. If the response rate for an industry was less than 50 percent, no estimates for that industry were published. The relative error relates to the actual estimate before rounding. For an example of how the relative error is applied, see Accuracy of Occupational Employment Data in the METHODOLOGY.

Percent of Establishments Reporting the Occupation

The percent of establishments reporting each occupation could not be readily calculated for groups of occupations, but only for specific occupations.

Abbreviations

na - not applicable
SIC - Standard Industrial Classification
Empl. - Employment

METHODOLOGY

The Sample

The June 1977 report of Employment, Wages, and Contributions covered by the Maine Employment Security Law was used as the sampling frame for the Occupational Employment Statistics (OES) Program's survey of the nonmanufacturing industries covered by this publication. This frame was stratified by three-digit SICs (Standard Industrial Classification) and by nine employment size classes. These industries are as defined by the 1972 Standard Industrial Classification (SIC) Manual. Any unit in these industries with 50 or more employees was automatically included in the sample with ever smaller proportions of firms from the smaller size classes.

The universe for this survey consisted of 11,281 establishments employing a total of 80,657 persons. Of these, the survey included 2,179 units, or 19.3 percent of the universe. These survey units employed 51,303 workers, accounting for 63.6 percent of the total universe employment.

The Survey

The survey consisted of an initial mailing and two follow-up mailings to nonrespondents. In addition, phone calls and personal visits were made to those employers whose responses were critical for valid estimates. Usable responses were received from 1,674 units, or 76.8 percent of the sample. These responses represent 82.6 percent of the sample employment, or 42,358 employees.

The Screening, Editing, and Estimating Procedure

Each completed questionnaire returned was edited and screened both manually and mechanically for consistency and accuracy. The resulting "clean data file" served as the basis for calculating estimates. The "clean" employer questionnaires were separated into seven size groups by industry, the size being determined by the number of persons employed by each. The reported total employment and occupational employment on each form was then multiplied by the weight which had been assigned to it during the sample selection. This data was then tied into the universe employment for the report month of April, May, or June 1978, depending on the industry. These universe, or benchmark, figures came from the second quarter 1978 ES-202 report of Employment, Wages, and Contributions covered by the Maine Employment Security Law. The total weighted survey data by size class, by industry, was divided into the universe data for corresponding size and industry classes. This produced benchmark factors which were applied to the occupational data, thus accounting for any nonresponding units, and any new units which emerged after the sample had been drawn. The resulting occupational estimates were summed across size classes to industry totals and rounded to the nearest ten. The percent of occupational distribution for each industry was then calculated.

Accuracy of Occupational Employment Data

There are two types of errors which affect the accuracy of the estimates published here--sampling and nonsampling errors. Sampling error is a specific arithmetic measure of the precision of an estimate. It is the difference between the estimate computed from the sample data and the result that would be obtained if the same methods were used to collect identical information from the entire population or universe. The relative error entries listed in this report are the sampling errors of each occupation expressed as a percent of that occupational estimate. In other words, relative error means that the chances are two out of three (a 68 percent confidence level) that the results of a comparable full-scale data collection (the universe) using the same survey approach would not differ by more than the percent error shown. The chances are 19 out of 20 (a 95 percent confidence level) that the results would not differ by more than twice the percent error shown. For example, it is estimated in this report that there are 1,960 tellers in the banking industry, with a 3 percent relative error. Thus, at a 68 percent confidence level, it is assured that the results of a full-scale count of tellers in this industry would not differ from this estimate by more than 59 (1,960 times 3 percent). At a 95 percent confidence level, the universe count would not differ from the estimate by more than 6 percent of 1,960, or 118 workers.

Nonsampling errors result from external factors in a survey rather than from the fact that a sampling technique was used. Examples of these errors are: response errors, processing errors, computational errors, etc. The possibility of these errors was recognized from the start of the survey and every effort was made to avoid them.

Labor Market Information for Specific Areas of the State
is Available by Contacting the District Managers

Area	District Manager
Calais-Eastport Caribou-Presque Isle Fort Kent-Allagash Houlton Madawaska-Van Buren Patten-Island Falls	Carroll Astbury, Manager Labor Market Information Northeastern District Maine Department of Manpower Affairs 45 Oak Street Bangor, Maine 04401
Bangor-Brewer Belfast Dover-Foxcroft Ellsworth Greenville Lincoln-Howland Millinocket-East Millinocket Central Penobscot Southwest Penobscot	Richard Rechholtz, Manager Labor Market Information Bangor District Maine Department of Manpower Affairs 45 Oak Street Bangor, Maine 04401
Biddeford-Sanford Kittery-York	Brian Houston, Manager Labor Market Information Southern District Maine Department of Manpower Affairs 107 Elm Street Portland, Maine 04104
Portland Sebago Lakes Region	Michael Donahue, Manager Labor Market Information Portland District Maine Department of Manpower Affairs 107 Elm Street Portland, Maine 04104
Bath-Brunswick Boothbay Harbor-Wiscasset Lewiston-Auburn Livermore Falls Mechanic Falls Rumford	Gerard Dennison, Manager Labor Market Information Lewiston District Maine Department of Manpower Affairs 522 Lisbon Street Lewiston, Maine 04240
Augusta Farmington Rockland Skowhegan Waterville	Vacant Please call 289-2271 Labor Market Information Augusta District Maine Department of Manpower Affairs 20 Union Street Augusta, Maine 04330

Other Publications Available from the Occupational Employment Statistics (OES) Program

Maine Occupational Staffing Patterns for Manufacturing Industries in 1977, issued October 1978

Maine Occupational Staffing Patterns for Railroads, Trucking and Warehousing, and Transportation by Air in 1976, issued May 1978

Wholesale and Retail Trade Staffing Patterns in 1976, issued May 1977

Maine Occupational Staffing Patterns in Federal, State, and Local Governments, issued November 1976

Other Available Publications Dealing with Occupational Information

Maine Occupational Outlook to 1985, issued February 1977

1978 Maine Occupational Wages in Manufacturing Industries

Maine Occupational Licensing Requirements, December 1977

Careers in the Maine Woods, August 1978

Maine Occupational Monographs - Individual brochures for selected occupations

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